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CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MEMORANDUM

CSC No. 95-02

JUAN RIOS
PRESIDENT

KAREN CLOPTON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

ADRIENNE PON
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

DATE : February 3, 1995

TO : Department Heads
Personnel Officers
Employee Organizations

FROM : Albert C. Walker
Executive Officer,
Civil Service Commission

SUBJECT: CIVIL SERVICE COMMISSION MEETING SCHEDULE FOR
CALENDAR YEAR 1995

At its meeting of December 5, 1994, the Civil Service Commission adopted a meeting schedule for calendar year 1995. The Commission's purpose is adopting an official projected meeting schedule is to facilitate planning and scheduling for those parties and agencies having business before the Civil Service Commission. A copy of that schedule is printed on the reverse side of this memorandum.

This schedule was originally circulated on December 6, 1995 (Memorandum CSC No. 94-20). This reissued schedule dated February 3, 1995 has been amended to identify the location of Civil Service Commission meetings beginning on March 6, 1995.

CIVIL SERVICE COMMISSION

Albert C. Walker
Executive Officer

(3374B)

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CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

Civil Service Commission Meeting Schedule - Calendar Year 1995

	<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
JUAN RIOS PRESIDENT	January 2	(cancelled due to New Year's Day Holiday)	
KAREN CLOPTON VICE PRESIDENT	January 9	Special Meeting 2:00 p.m.	Public Health Auditorium Room 300, 101 Grove Street
GEORGE KOSTUROS COMMISSIONER	January 16	(Cancelled due to Martin Luther King Jr. Day Holiday)	
A. LEE MUNSON COMMISSIONER	February 6	2:00 p.m.	Room 282 City Hall
ADRIENNE PON COMMISSIONER	February 20	(Cancelled due to the Presidents's Day Holiday)	
ALBERT C. WALKER EXECUTIVE OFFICER	March 6	2:00 p.m.	Room 428, Veterans Building
	March 20	2:00 p.m.	Room 428, Veterans Building
	April 3	2:00 p.m.	Room 428, Veterans Building
	April 17	2:00 p.m.	Room 428, Veterans Building
	May 1	2:00 p.m.	Room 428, Veterans Building
	May 15	2:00 p.m.	Room 428, Veterans Building
	June 5	2:00 p.m.	Room 428, Veterans Building
	June 19	2:00 p.m.	Room 428, Veterans Building
	July 3	(Cancelled due to the Independence Day Holiday)	
	July 17	2:00 p.m.	Room 428, Veterans Building
	August 7	2:00 p.m.	Room 428, Veterans Building
	August 21	2:00 p.m.	Room 428, Veterans Building
	September 4	(Cancelled due to the Labor Day Holiday)	
	September 18	2:00 p.m.	Room 428, Veterans Building
	October 2	2:00 p.m.	Room 428, Veterans Building
	October 16	2:00 p.m.	Room 428, Veterans Building
	November 6	2:00 p.m.	Room 428, Veterans Building
	November 20	2:00 p.m.	Room 428, Veterans Building
	December 4	2:00 p.m.	Room 428, Veterans Building
	December 18	(Cancelled due to the various Winter Holidays)	

Issued 12/6/94
Reissued 2/3/95



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AGENDA

JUAN RIOS
PRESIDENT

KAREN CLOPTON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

ADRIENNE PON
COMMISSIONER

SPECIAL MEETING

OF

JANUARY 9, 1995

ROOM 300, THIRD FLOOR
DEPARTMENT OF PUBLIC HEALTH
101 GROVE STREET

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ORDER OF BUSINESS


Part I: 2:00 p.m.

1. CALL TO ORDER AND COMMISSION ROLL CALL
2. MINUTES
3. ANNOUNCEMENTS
4. RESOLUTION OF COMMENDATION
5. CONSENT AGENDA
6. REGULAR BUSINESS


Part II: 3:00 p.m.

7. EMPLOYEE SEPARATIONS
8. COMMISSIONERS'S NEW BUSINESS AND REPORTS
9. REQUESTS TO SPEAK
10. ADJOURNMENT

INFORMATION ON DISABILITY ACCESS




City Hall is wheelchair accessible on the Van Ness Avenue entrance between McAllister and Grove Streets. Room 52D is wheelchair accessible from the elevator on the Van Ness side of City Hall. The closest accessible BART Station is Civil Center; 2 1/2 blocks from City Hall at the corner of Hyde and Grove Streets. MUNI lines serving City Hall are the Numbers 5, 21, 47, and 49. The wheelchair accessible MUNI line is the 42 - Downtown Loop. The METRO stations at Van Ness and Market Streets and at Civic Center Station are also accessible. For more information about accessible MUNI services, call 923-6142.



There is accessible public parking in the vicinity of City Hall adjacent to Davies Hall and the War Memorial Complex as well as the Civic Center Parking Garage, entrance located on McAllister Street between Polk and Larkin Streets.

The following services are available on request 72 hours prior to the meeting:



For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Civic Service Commission Executive Officer's Office at 554-4747 to make arrangements for the accommodation. Late requests will be honored if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415)554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to Accommodate these individuals.

Smoking is prohibited in the meeting room and in City Hall hallways.

3745B

NOTICE

RELOCATION OF CIVIL SERVICE COMMISSION OFFICE AND CHANGE IN COMMISSION MEETING LOCATION

Effective on February 21, 1995, the Civil Service Commission office will be relocated from Room 153 City Hall to the Veterans Building ("Temporary City Hall"), 401 Van Ness Avenue, Third Floor. The general office telephone number will be (415) 554-4747. Civil Service Commission meetings beginning with the regular meeting of Monday, March 6, 1995 will be held in a meeting room on the Fourth Floor of the Veterans Building. Room numbers will be announced as soon as they are assigned.

CITY AND COUNTY OF SAN FRANCISCO - CIVIL SERVICE COMMISSION

AGENDA FOR SPECIAL MEETING - JANUARY 9, 1994

P A R T I - 2 p.m.

ITEM NO.

(1) CALL TO ORDER AND COMMISSION ROLL CALL

(2) MINUTES

Regular Meeting of December 5, 1994.

(3) ANNOUNCEMENTS

A. Announcement of changes to Part I agenda.

B. Executive Session, January 9, 1995.

C. Other Announcements

(4) RESOLUTION OF COMMENDATION TO VIRGINIA LOUIE FOR OVER
TWENTY (20) YEARS OF SERVICE TO THE CIVIL SERVICE COMMISSION

(5) CONSENT AGENDA

(Items 5A through 5J)

All matters listed on the Consent Agenda are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Agenda and considered as a separate item.

(5A) Review of requests for approval of proposed personal services contracts. (File No. 1097-94-8)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
357-94/95	Airport	Pitagorsky Consulting
358-94/95	Airport	Aviation Data System
359-94/95	Airport	The Bowman Group

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
360-94/95	Airport	MG Engineering
361-94/95	CAO	Sasaki Associates, Inc.
362-94/95	CAO	Newmark Realty Capital
363-94/95	Community College	Jennifer Curry Villanueva
364-94/95	Community College	To Be Determined
365-94/95	Human Rights Comm.	San Francisco State Univ.
366-94/95	Human Rights Comm.	Standford Univ. Law School
367-94/95	Mayor	Community Boards
368-94/95	Mayor	Calif. Lawyers for the Arts
369-94/95	Mayor	Adult Probation Department
370-94/95	Police	Pittman & Hames Associates
371-94/95	Police	Kim Cosmas
372-94/95	Police	Bernadine Luckey
373-94/95	Police	National Council on Alcoholism and other Drug Addictions
374-94/95	Police	Chinatown Youth Center
375-94/95	Police	Knox Associates
376-94/95	Port	Levine-Fricke in association with AGS, Inc.
377-94/95	Public Health	Medicus System Corporation
378-94/95	Public Health	C.A.H.E.E.D., Inc.
379-94/95	Public Health	UCSF, School of Medicine
380-94/95	Public Health	University of California, San Francisco (UCSF)
381-94/95	Public Health	Richmond Area Multi-Services, Inc.

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
382-94/95	Public Health	The Support Center
383-94/95	Public Transport.	To Be Determined
384-94/95	Public Utilities	East Bay Conservation Corps
385-94/95	Public Utilities	Olivia Chen Consultants, Inc.
386-94/95	Public Utilities	Olivia Chen Consultants, Inc.
387-94/95	Public Utilities	The Planning Collaborative
388-94/95	Public Works	To Be Determined
389-94/95	Public Works	To Be Determined
390-94/95	Purchasing	Randy Stauffer dba Unlimited Access
391-94/95	Retirement	Dunedin Fund Managers Limited
392-94/95	Retirement	Pictet International Management
393-94/95	Retirement	Asset Strategy Consulting
394-94/95	Sheriff	Kit Henshaw
395-94/95	Sheriff	David Sneed
396-94/95	Social Services	Family Support Services of the Bay Area (Respite)
397-94/95	Social Services	Bayview Hunters Point Foundation for Community Improvement
398-94/95	Social Services	Coleman Children and Youth Services.

Rec: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser.

(5B) Review of requests for approval of proposed personal services contracts. (File No. 1098-94-8)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
399-94/95	Public Works	Anderson DeBartolo Pan, Inc
400-94/95	Public Utilities	EDAW, Inc.

Rec: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser.

(5C) Request to appoint new employees at a salary step higher than normal. (File No. 1096-94-3)

Staff Recommendation:

<u>Employee</u>	<u>Number & Title</u>	<u>Department</u>	<u>Step Requested</u>	<u>Step Recommended</u>
Glenn Dionne	1374 Special Asst. XV	Airports Comm.	5	5
Mark Albright	5322 Graphic Artists	City College	3	3
George McBride	1374 Special Asst. XV	Library	4	4
Dwight Starr	1373 Special Asst. XIV	Public Health	5	5
Richard Nelson	1374 Special Asst. XV	PUC	5	5
Elisa Daniels	1844 Sr. Management Asst.	City College	3	3
Charles Jackson	5295 School Facilities Planner	City College	3	3
John Woo	1675 Sup. Fiscal Officer	Port	4	4
All Employees	7341 Stationary Eng.	PUC	5	5
All Employees	7343 Sr. Stationary Eng.	PUC	5	5

<u>Employee</u>	<u>Number & Title</u>	<u>Department</u>	<u>Step Requested</u>	<u>Step Recommended</u>
All Employees	7245 Chief Stationary Eng.	PUC	5	5
Richard Newirth	1565 Asst. Dir.	Art Commission	5	5
Robert Retana	8176 Trial Attorney	District Attorney	5	5
Rhonda Parker	1203 Personnel Technician	CSC	5	5

Rec: Adopt Human Resources Director's report.

- (5D) Request for salary adjustments for employees assigned supervisory duties pursuant to Section IV.F of the Salary Standardization Ordinance. (File No. 1099-94-2)

Rec: Adopt Human Resources Director's report; approve supervisory differential adjustments; notify departments accordingly.

- (5E) Proposed Schedule for Civil Service Commission Budget Preparation and Request for Fiscal Year 1995 - 96. (File No. 1105-94-1)

Rec: Adopt Staff Report.

- (5F) Proposed amendments to various Civil Service Commission Rules to adjust the Rules to reflect the relocation of the Commission's City Hall Offices and meeting rooms; changes in the public meeting laws; and changes in Commission internal procedures. (File No. 1106-94-5)

Rec: Post for adoption at the meeting of February 6, 1995.

- (5G) Request for supplemental appropriation, Civil Service Commission, for \$200.00 to establish a cash revolving fund. (File No. 1107-94-1)

Rec: Approve; forward to the Office of the Mayor.

- (5H) Proposed amendment to the San Francisco Administrative Code to establish a \$200.00 revolving fund for the Civil Service Commission (a companion to item 5G). (File No. 1108-94-1)

Rec: Request the City Attorney to prepare the legislation to amend the Administrative Code to establish a \$200.00 revolving fund for the Civil Service Commission.

- (5I) Appeal by Sharon Green of the Human Resources Director's decision to support finding of insufficient evidence to sustain a charge of discrimination. (File No. 664-94-7)
- December 5, 1994: Over to the meeting of January 9, 1995 at the request of Ms. Green's attorney.
- Rec: Over to the meeting of February 6, 1995 at request of Ms. Green's attorney and Local 790.
- (5J) Appeal by Heidi Blanchfield of the Human Resources Director's decision to deny request for assault pay (749-94-2)
- Rec: Over to the meeting of February 6, 1995 at the request of Local 790.
- (5K) E. Brian Normandy, Police Officer (Class Q-2), San Francisco Police Department.
- November 21, 1994: Over to the meeting of December 5, 1994 at the request of Mr. Normandy's attorney.
- December 5, 1994: Over to the meeting of January 9, 1995 at the request of Mr. Normandy's attorney.
- Re: Over to the meeting of February 6, 1995 at the request of Mr. Normandy's Attorney.

(6) REGULAR BUSINESS

- (6A) Appeal by Stephen Yu of the Human Resources Director's decision to deny an appointment as Senior Water Chemist (Class 2472). (File No. 961-94-5)
- December 5, 1994: Over to the meeting of January 9, 1995 at Mr. Yu's request.
- Rec: Adopt Human Resources Director's report; deny appeal of Stephen Yu; sustain the decision of the Human Resources Director.
- (6B) Appeal by Powell Babayan of the Human Resources Director's decision to deny request for assault pay (File No. 723-94-2).
- Rec: Adopt Human Resources Director's report. Deny appeal of Powell Babayan; sustain the decision of the Human Resources Director.
- (6C) Appeal by Michelle Kaye of background rejection for Police Officer (Class Q-2).
- Rec: Adopt report; deny appeal of Michelle Kaye; sustain the decision of the Chief of Police.

CITY AND COUNTY OF SAN FRANCISCO - CIVIL SERVICE COMMISSION

AGENDA FOR SPECIAL MEETING - DECEMBER 5, 1994

P A R T II - 3 p.m.

(7) EMPLOYEE SEPARATIONS

(ITEMS 7A AND 7B)

A roll call will be held of the names of persons appearing on the Employee Separation Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the Roll Call on those persons not in attendance.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(7A) Roderick T. Skinner, Deputy Sheriff (Class 8304), Sheriff's Department.

October 3, 1994: Over to the meeting of December 5, 1994 at the request of Mr. Skinner's attorney.

December 5, 1994: Over to the meeting of January 9, 1995 at the request of Mr. Skinner's attorney.

Recommendation of the San Francisco Sheriff's Department:

Dismiss from the City and County Service.

TERMINATION OF TEMPORARY CIVIL SERVICE APPOINTMENT

(7B) John Flentoil, Transit Operator (Class 9163), Department of Public Transportation.

Recommendation of the Department of Public Transportation:

Dismiss from City and County Service; Future employment subject to the review and approval of the Human Resources Director after completion of one year work experience outside the City and County Service; Not to be employed by the Department of Public Transportation.

(8) COMMISSIONER'S NEW BUSINESS AND REPORTS

(8A) COMMISSIONER'S NEW BUSINESS

(8B) HUMAN RESOURCES DIRECTOR'S REPORT

(8C) EXECUTIVE OFFICER'S REPORT

Presentation by Janet Rogers of the Commission staff on the labor relations functions assigned by the San Francisco Administrative Code to the Civil Service Commission agency.

(9) REQUESTS TO SPEAK

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission may complete a "REQUEST TO ADDRESS THE COMMISSION" form and submit it to the Executive Officer, Civil Service Commission, before the meeting in Room 153 City Hall or at the Civil Service Commission meeting. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m, Monday through Friday. Requests will be numbered in the order of receipt. This number will determine the order that speakers will be heard; OR

A person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission without completing a Request form. These speakers will be heard following the speakers with a Request form.

In either case, speakers are not required to identify themselves or provide identifying information.

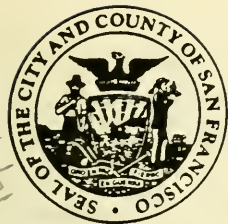
Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

(10) ADJOURNMENT

In Memory of Frank Alioto, a member of the Civil Service
Commission from 1975 to 1981.

In Memory of Thad Brown, City and County of San Francisco Tax
Collector for 25 years.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

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MINUTES

REGULAR MEETING
OF
JANUARY 9, 1995

101 GROVE STREET, ROOM 300

JUAN RIOS
PRESIDENT

KAREN CLOPTON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

ADRIENNE PON
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

TIME CONVENED

2:00 p.m.

ROLL CALL

Present: Commissioner Kosturos
Commissioner Munson
Commissioner Pon
Commissioner Rios
Excused: Commissioner Clopton

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Commissioner Rios Presided

MINUTES

Regular Meeting of December 5, 1994

Action: Approve

ANNOUNCEMENTS

1. The Civil Service Commission met in closed session (Executive Session) on Monday, January 9, 1995 at 12 noon for the following purposes under the authority of the State of California Government Code Section cited:

- I. Potential Litigation: Government Code Section 54956.9
- II. Pending Litigation: Government Code Section 54956.9
- III. Labor Negotiations: Government Code Section 54957.6

Present were Commissioners Rios, Kosturos, Munson and Pon.
Commissioner Clopton excused.

The Commission conferred with the City Attorney on matters of potential and pending litigation. The Commission consulted with the labor negotiator.

2. The Civil Service Commission met in closed session on Monday, January 9, 1995, at 3:30 p.m. to confer with the City Attorney on a matter of potential litigation under the authority of Government Code Section 54956.9.

Present were Commissioners Kosturos, Munson, Pon and Rios. The Commission conferred with the City Attorney and approved Personal Services Contract 401-94/95.

3. Due to the legal holiday occurring on Monday, January 16, 1995 (Martin Luther King Jr. Holiday), which conflicts with a regular Civil Service Commission meeting day, this meeting is cancelled.
4. The Civil Service Commission will hold a Special Meeting on Thursday, January 19, 1995 at 12:30 p.m. in Room 300C, 44 Gough Street, to discuss long-range and strategic planning, and mission driven budgeting.
5. Effective on February 21, 1995, the Civil Service Commission office will be relocated from Room 153 City Hall to the Veterans Building ("Temporary City Hall"), 401 Van Ness Avenue, Third Floor. The general office telephone number will be (415) 554-4747. Civil Service Commission meetings beginning with the regular meeting of Monday, March 6, 1995 will be held in a meeting room on the Fourth Floor of the Veterans Building. Room numbers will be announced as soon as they are assigned.

664-94-7 Appeal by Sharon Green of the Human Resources Director's decision to support finding of insufficient evidence to sustain a charge of discrimination. (Calendar Item No. 5I)

December 5, 1994: Over to the meeting of January 9, 1995 at the request of Ms. Green's attorney.

Action: Over to the meeting of February 6, 1995 at request of Ms. Green's attorney and Local 790.

723-94-2 Appeal by Powell Babayan of the Human Resources Director's decision to deny request for assault pay (Calendar Item No. 6B).

Action: Over to the meeting of February 6, 1995 at the request of the Transport Workers Union.

749-94-2 Appeal by Heidi Blanchfield of the Human Resources Director's decision to deny request for assault pay (Calendar Item No. 5J)

Action: Over to the meeting of February 6, 1995 at the request of Local 790.

887-94-7 E. Brian Normandy, Police Officer (Class Q-2), San Francisco Police Department. (Calendar Item No. 5K)

November 21, 1994: Over to the meeting of December 5, 1994 at the request of Mr. Normandy's attorney.

December 5, 1994: Over to the meeting of January 9, 1995 at the request of Mr. Normandy's attorney.

Action: Over to the meeting of February 6, 1995 at the request of Mr. Normandy's Attorney.

961-94-5 Appeal by Stephen Yu of the Human Resources Director's decision to deny an appointment as Senior Water Chemist (Class 2472). (Calendar Item No. 6A)

December 5, 1994: Over to the meeting of January 9, 1995 at Mr. Yu's request.

Action: Over to Meeting of February 6, 1995 at Mr. Yu's request.

Appeal by Michelle Kaye of background rejection for Police Officer (Class Q-2). (Calendar Item No. 6C)

Action: Over to the meeting of February 6, 1995 by Commission action due to confusion in notifying the San Francisco Police Department.

1097-94-8 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
357-94/95	Airport	Pitagorsky Consulting
358-94/95	Airport	Aviation Data System
359-94/95	Airport	The Bowman Group
360-94/95	Airport	MG Engineering
361-94/95	CAO	Sasaki Associates, Inc.
362-94/95	CAO	Newmark Realty Capital
363-94/95	Community College	Jennifer Curry Villanueva
364-94/95	Community College	To Be Determined
365-94/95	Human Rights Comm.	San Francisco State Univ.
366-94/95	Human Rights Comm.	Stanford Univ. Law School
367-94/95	Mayor	Community Boards
368-94/95	Mayor	Calif. Lawyers for the Arts
369-94/95	Mayor	Adult Probation Department

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
370-94/95	Police	Pittman & Hames Associates
371-94/95	Police	Kim Cosmas
372-94/95	Police	Bernadine Luckey
373-94/95	Police	National Council on Alcoholism and other Drug Addictions
374-94/95	Police	Chinatown Youth Center
375-94/95	Police	Knox Associates
376-94/95	Port	Levine-Fricke in association with AGS, Inc.
377-94/95	Public Health	Medicus System Corporation
378-94/95	Public Health	C.A.H.E.E.D., Inc.
379-94/95	Public Health	UCSF, School of Medicine
380-94/95	Public Health	University of California, San Francisco (UCSF)
381-94/95	Public Health	Richmond Area Multi-Services, Inc.
382-94/95	Public Health	The Support Center
383-94/95	Public Transport.	To Be Determined
384-94/95	Public Utilities	East Bay Conservation Corps
385-94/95	Public Utilities	Olivia Chen Consultants, Inc.
386-94/95	Public Utilities	Olivia Chen Consultants, Inc.
387-94/95	Public Utilities	The Planning Collaborative
388-94/95	Public Works	To Be Determined
389-94/95	Public Works	To Be Determined
390-94/95	Purchasing	Randy Stauffer dba Unlimited Access
391-94/95	Retirement	Dunedin Fund Managers Limited
392-94/95	Retirement	Pictet International Management
393-94/95	Retirement	Asset Strategy Consulting
394-94/95	Sheriff	Kit Henshaw

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
395-94/95	Sheriff	David Sneed
396-94/95	Social Services	Family Support Services of the Bay Area (Respite)
397-94/95	Social Services	Bayview Hunters Point Foundation for Community Improvement
398-94/95	Social Services	Coleman Children and Youth Services.

Action: 1. Contract 389-94/95 over to 2/6/95 at the request of the Department of Public Works

2. Adopt Human Resources Director's report on remaining; notify the offices of the Controller and the Purchaser.

1098-94-8 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5B)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
399-94/95	Public Works	Anderson DeBartolo Pan, Inc
400-94/95	Public Utilities	EDAW, Inc.

Speakers: James Horan; Nonnan Karasik on Contract 399

Action: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser.

1096-94-3 Request to appoint new employees at a salary step higher than normal. (Calendar Item No. 5C)

Staff Recommendation:

<u>Employee</u>	<u>Number & Title</u>	<u>Department</u>	<u>Step Requested</u>	<u>Step Recommended</u>
Glenn Dionne	1374 Special Asst. XV	Airport	5	5
Mark Albright	5322 Graphic Artists	City College	3	3
George McBride	1374 Special Asst. XV	Library	4	4
Dwight Starr	1373 Special Asst. XIV	Public Health	5	5
Richard Nelson	1374 Special Asst. XV	PUC	5	5

<u>Employee</u>	<u>Number & Title</u>	<u>Department</u>	<u>Step Requested</u>	<u>Step Recommended</u>
Elisa Daniels	1844 Sr. Mgmt. Asst.	City College	3	3
Charles Jackson	5295 School Facilities Planner	City College	3	3
John Woo	1675 Sup. Fiscal Officer	Port	4	4
All Employees	7341 Stationary Eng.	PUC	5	5
All Employees	7343 Sr. Stationary Eng.	PUC	5	5
All Employees	7245 Ch Stationary Eng.	PUC	5	5
Richard Newirth	1565 Asst. Dir.	Art Commission	5	5
Robert Retana	8176 Trial Attorney	District Attorney	5	5
Rhonda Parker	1203 Personnel Tech.	CSC	5	5

Action: Adopt Human Resources Director's report. The Commission requested that the Department of Human Resources include in its summary a list of the current annual and requested salaries for each employee.

1099-94-2 Request for salary adjustments for employees assigned supervisory duties pursuant to Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. 5D)

Action: Adopt Human Resources Director's report; approve supervisory differential adjustments; notify departments accordingly.

1105-94-1 Proposed Schedule for Civil Service Commission Budget Preparation and Request for Fiscal Year 1995 - 96. (Calendar Item No. 5E)

Action: Adopt staff report.

1106-94-5 Proposed amendments to various Civil Service Commission Rules to adjust the Rules to reflect the relocation of the Commission's City Hall Offices and meeting rooms; changes in the public meeting laws; and changes in Commission internal procedures. (Calendar Item No. 5F)

Action: Post for adoption at the meeting of February 6, 1995.

1107-94-1 Request for supplemental appropriation. Civil Service Commission, for \$200.00 to establish a cash revolving fund. (Calendar Item No. 5G)

Action: Approve; forward to the Office of the Mayor.

1108-94-1 Proposed amendment to the San Francisco Administrative Code to establish a \$200.00 revolving fund for the Civil Service Commission (a companion to item 5G).
(Calendar Item No. 5H)

Action: Request the City Attorney to prepare the legislation to amend the Administrative Code to establish a \$200.00 revolving fund for the Civil Service Commission.

0038-95-1 RESOLUTION OF COMMENDATION TO VIRGINIA LOUIE FOR OVER
TWENTY (20) YEARS OF SERVICE TO THE CIVIL SERVICE COMMISSION

Action: Adopt.

EMPLOYEE SEPARATIONS

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Roderick T. Skinner, Deputy Sheriff (Class 8304), Sheriff's Department.

October 3, 1994: Over to the meeting of December 5, 1994 at the request of Mr. Skinner's attorney.

December 5, 1994: Over to the meeting of January 9, 1995 at the request of Mr. Skinner's attorney.

Recommendation of the San Francisco Sheriff's Department:

Dismiss from the City and County Service.

Action: Over to the meeting of May 1, 1995 at the request of Mr. Skinner's attorney.

TERMINATION OF TEMPORARY CIVIL SERVICE APPOINTMENT

John Flentoil, Transit Operator (Class 9163), Department of Public Transportation.

November 21, 1994: Over to the meeting of January 9, 1995 at Mr. Flentoil's request.

Action: Dismiss from City and County Service; Future employment subject to the review and approval of the Human Resources Director. Not to be employed by the Department of Public Transportation. (Vote of 3 to 1: Commissioner Kosturos dissents)

COMMISSIONER'S NEW BUSINESS AND REPORTS

COMMISSIONER'S NEW BUSINESS (Calendar Item No. 8A)

The Commissioners discussed preparation for and the order of business for their Special Meeting on Thursday, January 19, 1995.

HUMAN RESOURCES DIRECTOR'S REPORT (Calendar Item No. 8B)

No Report.

EXECUTIVE OFFICER'S REPORT (Calendar Item No. 8C)

Presentation by Janet Rogers of the Commission staff on the labor relations functions assigned by the San Francisco Administrative Code to the Civil Service Commission agency.

Report presented

REQUESTS TO SPEAK (Calendar Item No. 9)

Speaker: Kate Favetti, Civil Service Commission

ADJOURNMENT (Calendar Item No. 10)

In Memory of Frank Alioto, a member of the Civil Service
Commission from 1975 to 1981.

In Memory of Thad Brown, City and County of San Francisco Tax
Collector for 25 years.

Time of adjournment: 3:45 p.m.

Tape-Recording of Civil Service Commission Meetings

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ADRIENNE PON
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

AGENDA

SPECIAL MEETING

JANUARY 19, 1995

12:30 p.m.
44 Gough Street, Room 300C

- (1) Call to Order and Roll Call
- (2) Discussion of Civil Service Commission Long-Range and Strategic Planning, and Mission-Driven Budgeting
- (3) Public Comment
- (4) Adjournment

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INFORMATION ON DISABILITY ACCESS



City Hall is wheelchair accessible on the Gough Street entrance. The closest accessible BART Station is Civic Center; 2 1/2 blocks from Gough St. at the corner of Hyde and Grove Streets. MUNI lines serving Gough Street are the Numbers 8 and 21 that run along Market Street. The wheelchair accessible MUNI line is the 42 - Downtown Loop. The METRO stations at Van Ness and Market Streets and at Civic Center Station are also accessible. For more information about accessible MUNI services, call 923-6142.



There is accessible public parking in the vicinity of Gough Street.

The following services are available on request 72 hours prior to the meeting:



For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Civic Service Commission Executive Officer's Office at 554-4747 to make arrangements for the accommodation. Late requests will be honored if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415)554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to Accommodate these individuals.

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NOTICE

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SPECIAL MEETING
OF
JANUARY 19, 1995

44 Gough Street, Room 300C

JUAN RIOS
PRESIDENT

KAREN CLOPTON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

ADRIENNE PON
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

TIME CONVENED.

12:35 p.m.

ROLL CALL.

Present: Commissioner Clopton
Commissioner Kosturos
Commissioner Rios
Commissioner Pon
Commissioner Munson

Commissioner Rios presided

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DISCUSSION OF CIVIL SERVICE COMMISSION LONG-RANGE AND STRATEGIC PLANNING, AND MISSION-DRIVEN BUDGETING

Action: The Commission drafted proposed Vision and Mission statements
for the Civil Service Commission as well as objectives for Fiscal
Year 1995-96 and discussed its Fiscal Year 1995-96 Budget Request

REQUESTS TO SPEAK

None

ADJOURNMENT

Time of Adjournment: 4:15 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

AGENDA

Regular Meeting

of

February 6, 1995

Room 282, Second Floor, City Hall

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COMMISSIONER

ADRIENNE PON
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

Order of Business

Part I: 2:00 p.m.

1. CALL TO ORDER AND COMMISSION ROLL CALL
2. MINUTES
3. ANNOUNCEMENTS
4. RESOLUTION OF COMMENDATION
5. CONSENT AGENDA
6. REGULAR BUSINESS

Part II: 3:00 p.m.

7. EMPLOYEE SEPARATIONS
8. COMMISSIONERS' NEW BUSINESS AND REPORTS
9. REQUESTS TO SPEAK
10. ADJOURNMENT

NOTICE

Effective February 21, 1995, the Civil Service Commission office will be relocated from City Hall to Room 304, Third Floor, Veterans Building, 401 Van Ness Avenue. Civil Service Commission meetings beginning with the meeting of March 6, 1995 will be held in Room 428, Fourth Floor, Veterans Building.

NOTICE OF COMMISSION HEARING PROCEDURES

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or City and County Departmental staff. These reports are available for inspection in the Office of the Executive Officer, Civil Service Commission, Room 153 City Hall, approximately two (2) business days prior to the meeting date. Call 554-4747 to determine the availability of reports to the Commission. If practicable, copies of Commission reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cent (10¢) per page reproduction fee.

All written material to be considered by the Commission in support of an agenda item shall be submitted to the Executive Officer in Room 153 City Hall no later than 5 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, Tuesday). An original and nine (9) copies shall be provided (Rule 5.16). All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

A request for a continuance (a delay to another meeting) may be directed to the Executive Officer prior to the meeting by calling 554-4747 or by submitting the request in writing to Room 153 City Hall. Telephone requests must be confirmed in writing. The Commission will consider a request for a continuance that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

Requests to hear items out of order and for private hearings are to be directed to the Commission President at the beginning of each section of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.13): The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: If a matter is severed from the Consent Agenda, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. No other person shall be permitted to speak.

Regular Agenda: Presentation by departmental representative for a maximum time of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by the department for a maximum time limit of ten (10) minutes unless extended by the Commission.

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Presentation by the employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

INFORMATION ON DISABILITY ACCESS

The Civil Service Commission normally meets in Room 282, Second Floor, City Hall. However, meetings not held in this room are conducted in the Civic Center Area.



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N O T I C E

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
February 6, 1995

PART I - 2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND COMMISSION ROLL CALL

(2) MINUTES

Regular Meeting of January 9, 1995

Special Meeting of January 19, 1995

(3) ANNOUNCEMENTS

A. Announcement of changes to Part I agenda.

B. Executive Session, January 19, 1995

C. Executive Session, February 6, 1995

D. Other Announcements.

(4) Resolution of Commendation for Kate Favetti, Assistant Executive Officer, Civil Service Commission, upon her promotion to Human Resources Manager, San Francisco General Hospital Medical Center, Department of Public Health

Rec: Adopt

(5) CONSENT AGENDA

(Items 5A through 5K)

All matters listed on the Consent Agenda are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Agenda and considered as a separate item.

(5A) Review of requests for approval of proposed personal services contracts. (File No. 917-94-8)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
402-94/95	Airport	Polaris Research and Development
403-94/95	Airport	Peninsula Corridor Joint Powers Board -San Mateo County Transit District
404-94/95	Airport	URS Consultants, Inc.-California
405-94/95	Art Commission	Clifford Rainey
406-94/95	Art Commission	Cheryl R. Riley
407-94/95	Community College	Ginette Geer
408-94/95	Controller	AnyWare Consulting, Inc.
409-94/95	Controller	OLH USA, Inc.
410-94/95	Fire	Core Corporation
411-94/95	Mayor	Marilyn Berry Thompson
412-94/95	Mayor	Calvin Louie, CPA
413-94/95	Mayor	Consumer Action Lead Poisoning Prevention Project
414-94/95	Parking & Traffic	Wilbur Smith Associates
415-94/95	Public Health	American Lung Association of San Francisco & San Mateo Counties
416-94/95	Public Health	Chinese Progressive Association
417-94/95	Public Health	Columbia Park Boys Club
418-94/95	Public Health	Tides Foundation/ Community Focus

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
419-94/95	Public Health	Jaklyn Brookman
420-94/95	Public Health	American Lung Association of San Francisco & San Mateo Counties
421-94/95	Public Utilities	EIP Associates
422-94/95	Public Works	Imbsen and Associates, Inc.
423-94/95	Public Works	Chinatown Neighborhood Improvement Resource Center
424-94/95	Public Works	To Be Determined
425-94/95	Public Works	GKO & Associates, Consulting Engineers
426-94/95	Social Services	San Francisco Child Abuse Council
427-94/95	Social Services	Jerry Lew & Associates
428-94/95	Social Services	San Francisco State University
429-94/95	Social Services	Audrey L. Smith Developmental Center
430-94/95	Social Services	Asian Perinatal Advocates
431-94/95	Airport	HMH, Incorporated
432-94/95	Art Commission	Dale Kronkright

- Rec:
1. Contract 431-94/95 over to the meeting of March 6, 1995 by joint agreement between the Airport and Local 21.
 2. Adopt Human Resources Director's report on remaining contracts; notify offices of the Controller and the Purchaser.

- (5B) Review of requests for approval of proposed personal services contracts. (File No. 1097-94-8)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
389-94/95	Public Works	To be Determined
January 9, 1995:	Contract 389-94/95 over to the meeting of February 6, 1995 at the request of the Department of Public Works	

Rec: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser.

- (5C) Request to appoint new employees at a salary step higher than normal. (File No. 0056-95-3)

<u>Name and Class</u>	<u>Department</u>	<u>Step Requested & Recommended</u>	<u>Annual Salary Step I</u>	<u>Annual Sal. Rec. Step</u>
Carolyn Pratt Sr. Clk. Typist (Class 1426)	Community College	3	28,005	30,798
David Parenti Dist. Atty. Inv. (Class 8146)	District Attorney	3	43,483	52,800
Edvida Moore Special Asst. VI (Class 1365)	Controller	5	35,366	42,856
Jesus Ortiz Special Asst. VI (Class 1365)	Controller	5	35,366	42,856
Carol Hehmeyer Trial Attorney (Class 8176)	Dist. Attorney	5	55,985	68,043
Alicia Klein Special Asst. VI (Class 1365)	Mayor's Office	3	35,366	38,915
Laurie Park Special Asst. XIII (Class 1372)	PUC	3	58,777	64,806

Rec: Adopt Human Resources Director's report.

- (5D) Request to appoint new employees at a salary step higher than normal. (File No. 0075-95-3)

<u>Name and Class</u>	<u>Department</u>	<u>Step Requested & Recommended</u>	<u>Annual Salary Step 1</u>	<u>Annual Sal. Rec. Step</u>
Brewster Wycoff Security Analyst (Class 4331)	Retirement	5	55,985	68,043

- (5E) Request for salary adjustments for employees assigned supervisory duties pursuant to Section IV.F of the Salary Standardization Ordinance. (File No. 0055-95-3)

Rec: Adopt Human Resources Director's report; approve supervisory differential adjustments; notify departments accordingly.

- (5F) E. Brian Normandy, Police Officer (Class Q-2) San Francisco Police Department (File No. 887-94-7)

November 21, 1994: Over to the meeting of December 5, 1994 at the request of Mr. Normandy's attorney.

December 5, 1994: Over to the meeting of January 9, 1995 at the request of Mr. Normandy's attorney

January 9, 1995: Over to the meeting of February 6, 1995 at the Request of Mr. Normandy's attorney.

Rec: Over to the meeting of May 1, 1995 at the request of Mr. Normandy's attorney.

- (5G) Ronald Warren, Truck Driver (Class 7355), Department of Public Works, Street Environmental Services (File No. 1091-94-7)

Rec: Over to the meeting of March 6, 1995 at the request of Mr. Warren's attorney

- (5H) Efrain Zuniga, Deputy Sheriff (Class 8304), Sheriff's Department (File No. 0079-95-7)

Rec: Over to meeting of March 6, 1995 at the request of Local 3.

- (5I) Designation of the Civil Service Commission's Official Bulletin Board (File No. 0078-95-1)

Rec: Adopt staff report.

- (5J) Proposed amendments to various Civil Service Commission Rules to adjust the Rules to reflect the relocation of the Commission's City Hall Offices and meetings rooms; changes in the public meeting laws; and changes in Commission internal procedures. (File No. 1106-94-5)

January 9, 1995: Post for adoption at the meeting of February 6, 1995.

Rec: Adopt.

(5K) Appeal of the Human Resources Director's decision to cancel the examinations for Class 9140 Transit Manager I and 9141 Transit Manager II.

Rec: Over to the meeting of March 6, 1995 at the request of the Transport Workers Union, Local 200.

(6) REGULAR BUSINESS

(ITEMS 6A THROUGH 6E)

A Roll Call will be held of the names of persons appearing on the Regular Business Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the Roll Call on those persons not in attendance.

(6A) **Appeal by Sharon Green of the Human Resources Director's decision to support finding of insufficient evidence to sustain a charge of discrimination (File No. 664-94-7)**

December 5, 1994: Over to the meeting of January 9, 1995 at the request of Ms. Green's Attorney.

January 9, 1995: Over to the meeting of February 6, 1995 at the request of Ms. Green's attorney and Local 790.

Rec: Adopt Human Resources Director's report; deny appeal of Sharon Green; sustain the decision of the Human Resources Director.

(6B) **Appeal by Powell Babayan of the Human Resources Director's decision to deny request for assault pay (File No. 723-94-2)**

January 9, 1995: Over to the meeting of February 6, 1995 at the request of the Transport Workers Union.

Rec: Adopt Human Resources Director's report; deny appeal of Powell Babayan; sustain the decision of the Human Resources Director.

(6C) **Appeal of Heidi Blanchfield of the Human Resources Director's decision to deny request for assault pay (File No. 749-94-2)**

January 9, 1995: Over to the meeting of February 6, 1995 at the request of Local 790.

Rec: Adopt Human Resources Director's report; deny appeal of Heidi Blanchfield

(6D) **Appeal by Stephen Yu of the Human Resources Director's decision to deny an appointment as Senior Water Chemist (Class 2472). (File No. 961-94-5)**

December 5, 1994: Over to the meeting of January 9, 1995 at Mr. Yu's request.

January 9, 1995: Over to the meeting of February 6, 1995 at Mr. Yu's request.

Rec: Adopt Human Resources Director's report; deny appeal of Stephen Yu; sustain the decision of the Human Resources Director.

- (6E) Appeal of Michelle Kaye of the background rejection for Police Officer (Class Q-2)
(File No. 9976-94-4)

January 9, 1995: Over to the meeting of February 6, 1995 by Commission action due to confusion in notifying the San Francisco Police Department.

Rec: Adopt report; deny appeal of Michelle Kaye; sustain the decision of the Chief of Police.

PART II - 3 p.m.

(7) EMPLOYEE SEPARATIONS

DISMISSAL OF PERMANENT EMPLOYEE

- (7A) Romeo Lagman, Stationary Engineer (Class 7334), Public Utilities Commission, Water Department. (File No. 0076-95-7)

Recommendation of the Public Utilities Commission, Water Department:

Dismiss from the City and County Service. Cancel any current examination and eligibility status. No future employment with the City and County of San Francisco.

(8) COMMISSIONERS' NEW BUSINESS AND REPORTS

(8A) COMMISSIONERS' NEW BUSINESS

(8B) HUMAN RESOURCES DIRECTOR'S REPORT

(8C) EXECUTIVE OFFICER'S REPORT

- (C1) Review of proposed Vision and Mission statements for the Civil Service Commission; objectives for Fiscal Year 1995-96.

Open for review

- (C2) Civil Service Commission Budget Request, Fiscal Year 1995-96 (File No. 0077-95-1)

Rec: Approve; forward to the Office of the Mayor.

(9) REQUESTS TO SPEAK

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission may complete a "REQUEST TO ADDRESS THE COMMISSION" form and submit it to the Executive Officer, Civil Service Commission, before the meeting in Room 153 City Hall or at the Civil Service Commission meeting. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m, Monday through Friday. Requests will be numbered in the order of receipt. This number will determine the order that speakers will be heard; OR

A person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission without completing a Request form. These speakers will be heard following the speakers with a Request form.

In either case, speakers are not required to identify themselves or provide identifying information.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

(10) ADJOURNMENT

In memory of Joseph Mignola, Jr., a retired forty year employee of the City and County of San Francisco, who died on January 12, 1995.



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REGULAR MEETING OF FEBRUARY 6, 1995

282 CITY HALL

TIME CONVENED

2:10 p.m.

ROLL CALL

Present: Commissioner Clopton
Commissioner Kosturos
Commissioner Munson (Items missed: 6B; 6C; 6F; 7A; 8A;
8B; and 8C)

Commissioner Pon
Excused: Commissioner Rios

Commissioner Clopton presided

MINUTES

Special Meeting of January 9, 1995

Action: Approve

Regular Meeting of January 19, 1995

Action: Approve

ANNOUNCEMENTS

1. The Civil Service Commission held a Special Meeting in closed session at the conclusion of its Special Meeting on Thursday, January 19, 1995, in order to confer with its labor negotiator under the authority of the State of California Government Code Section 54957.6. All the members of the Commission were present. The Commission instructed its labor negotiator.

JUAN RIOS
PRESIDENT

KAREN CLOPTON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

ADRIENNE PON
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

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2. The Civil Service Commission held a Special Meeting in Executive Session (closed closed) on Monday, February 6, 1995, at 12:30 p.m. in Room 52D City Hall to confer with its labor negotiator under the authority of Government Code Section 54957.6.

Present were Commissioners Clopton, Munson, and Pon. The Commission instructed its labor negotiator on bargaining matters.

In addition, the Commission took action and issued findings as follows:

The Commission has determined that the Employee Relations Ordinance Section 16.212 is to be interpreted as follows:

A decertification petition may be filed in any year after completion of the second year of a multi-year contract during the "window period" between the 60th and 90th day immediately preceding the end of each contract year.

In determining whether an agreement between a union representative and the city is a valid "contract bar" sufficient to trigger the provisions of the Employee Relations Ordinance Section 16.212 regarding limitations on filing of decertification petitions, the Commission will apply current NLRB precedent.

The Commission instructed staff as follows: Process petitions for decertification/recognition in accordance with the Commission's findings and applicable past practice.

3. Due to the legal holiday occurring on Monday, February 20, 1995 (President's Day Observance), this meeting is cancelled.
4. Due to the closure of City Hall, effective on February 21, 1995, the Civil Service Commission office is relocating from Room 153 City Hall to Room 304 Veterans Building, Third Floor, 401 Van Ness Avenue (Zip 94102-4531). The general office number at which all Civil Service Commissioners and Commission staff may be reached is 554-4747.

The Civil Service Commission office in City Hall will close at 5:00 p.m., Thursday, February 16, 1995 and will open for business at the new location on Tuesday, February 21, 1995 at 8:00 a.m. However, the Commission office in Room 153 City Hall will be minimally staffed and official business transacted on Friday, February 17, 1995. Friday, February 17, 1995 will be a business day for computing receipt deadlines under Civil Service Commission Rules. Appeals, requests for hearing, and other documents will be accepted from 8:00 a.m. to 5:00 p.m.

Today's meeting is the last Civil Service Commission meeting the Commission will hold in Room 282 City Hall. Effective with the Commission meeting of Monday, March 6, 1995, Civil Service Commission meetings will be held in Room 428, Fourth Floor, Veterans Building, 401 Van Ness Avenue.

664-94-7 Appeal by Sharon Green of the Human Resources Director's decision to support finding of insufficient evidence to sustain a charge of discrimination (Calendar Item No. 6A)

December 5, 1994: Over to the meeting of January 9, 1995 at the request of Ms. Green's Attorney.

January 9, 1995: Over to the meeting of February 6, 1995 at the request of Ms. Green's attorney and Local 790.

Speakers: Pro - Rafael Centeno, Department of Public Health
Anne Godfrey, Department of Human Resources
Gloria Louie, Department of Public Health
Fred Milligan, Department of Public Health
Dorothy Yee, Department of Human Resources
Con - Tod Cochran, SEIU
Sharon Green

Action: Off calendar; refer to the Human Resources Director with the request that he instruct Department of Human Resources staff to conduct another investigation of Ms. Sharon Green's first and second complaints to determine if there are grounds to support Ms. Green's complaint of discrimination; as part of this referral, the Commission requests that the investigation cover the extent of job orientation and initial counseling guidance given to Ms. Green to ascertain if that was consistent or not with that which was provided to other employees similarly situated.

723-94-2 Appeal by Powell Babayan of the Human Resources Director's decision to deny request for assault pay (Calendar Item No. 6B)

January 9, 1995: Over to the meeting of February 6, 1995 at the request of the Transport Workers Union.

Speakers: Pro - Tamara George, Department of Human Resources
Con - Wilson Mills, Transport Workers Union
Powell Babayan

Action: Adopt Human Resources Director's report; deny appeal of Powell Babayan; sustain the decision of the Human Resources Director.

749-94-2 Appeal of Heidi Blanchfield of the Human Resources Director's decision to deny request for assault pay (Calendar Item No. 6C)

January 9, 1995: Over to the meeting of February 6, 1995 at the request of Local 790.

Speakers: Pro - Tamara George, Department of Human Resources
Con - Tod Cochran
James Bryant, SEIU
Alice Fialkin, Public Transportation

Action: Adopt Human Resources Director's report; deny appeal of Heidi Blanchfield

**887-94-7 E. Brian Normandy, Police Officer (Class Q-2) San Francisco Police Department
(Calendar Item No. 5F)**

November 21, 1994: Over to the meeting of December 5, 1994 at the request of Mr. Normandy's attorney.

December 5, 1994: Over to the meeting of January 9, 1995 at the request of Mr. Normandy's attorney

January 9, 1995: Over to the meeting of February 6, 1995 at the Request of Mr. Normandy's attorney.

Speakers: None

Action: Over to the meeting of May 1, 1995 at the request of Mr. Normandy's attorney.

917-94-9 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
402-94/95	Airport	Polaris Research and Development
403-94/95	Airport	Peninsula Corridor Joint Powers Board -San Mateo County Transit District
404-94/95	Airport	URS Consultants, Inc.-California
405-94/95	Art Commission	Clifford Rainey
406-94/95	Art Commission	Cheryl R. Riley
407-94/95	Community College	Ginette Geer
408-94/95	Controller	AnyWare Consulting, Inc.
409-94/95	Controller	OLH USA, Inc.
410-94/95	Fire	Core Corporation
411-94/95	Mayor	Marilyn Berry Thompson
412-94/95	Mayor	Calvin Louie, CPA
413-94/95	Mayor	Consumer Action Lead Poisoning Prevention Project
414-94/95	Parking & Traffic	Wilbur Smith Associates

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
415-94/95	Public Health	American Lung Association of San Francisco & San Mateo Counties
416-94/95	Public Health	Chinese Progressive Association
417-94/95	Public Health	Columbia Park Boys Club
418-94/95	Public Health	Tides Foundation/ Community Focus
419-94/95	Public Health	Jaklyn Brookman
420-94/95	Public Health	American Lung Association of San Francisco & San Mateo Counties
421-94/95	Public Utilities	EIP Associates
422-94/95	Public Works	Imbsen and Associates, Inc.
423-94/95	Public Works	Chinatown Neighborhood Improvement Resource Center
424-94/95	Public Works	To Be Determined
425-94/95	Public Works	GKO & Associates, Consulting Engineers
426-94/95	Social Services	San Francisco Child Abuse Council
427-94/95	Social Services	Jerry Lew & Associates
428-94/95	Social Services	San Francisco State University
429-94/95	Social Services	Audrey L. Smith Developmental Center
430-94/95	Social Services	Asian Perinatal Advocates
431-94/95	Airport	HMH, Incorporated
432-94/95	Art Commission	Dale Kronkright

Speakers: Contract 414-94/95: Pro - Jerry Robbin, Department of Parking and Traffic
Con - Linda Jofuku, Local 21

Contract 422-94/95: Pro - Jim Horan, Department of Public Works
Con - Linda Jofuku, Local 21

Action: 1. Contracts 431-94/95 and 404-94/95 over to the meeting of March 6, 1995 by joint agreement between the Airport and Local 21.

2. Contracts 414-94/95 and 422-94/95 approved with the stipulation that training will be provided for City employees.

3. Adopt Human Resources Director's report on remaining contracts; notify offices of the Controller and the Purchaser.

964-94-5 Appeal by Stephen Yu of the Human Resources Director's decision to deny an appointment as Senior Water Chemist (Class 2472). (Calendar Item No. 6D)

December 5, 1994: Over to the meeting of January 9, 1995 at Mr. Yu's request.

January 9, 1995: Over to the meeting of February 6, 1995 at Mr. Yu's request.

Action: Over to the meeting of May 1, 1995 at Mr. Yu's request.

1102-94-4 Appeal of Michelle Kaye of the background rejection for Police Officer (Class Q-2) (Calendar Item No. 6E)

January 9, 1995: Over to the meeting of February 6, 1995 by Commission action due to confusion in notifying the San Francisco Police Department.

Action: Off calendar; appeal withdrawn

1091-94-7 Ronald Warren, Truck Driver (Class 7355), Department of Public Works, Street Environmental Services (Calendar Item No. 5G)

Speakers: None

Action: Over to the meeting of March 6, 1995 at the request of Mr. Warren's attorney

1106-94-5 Proposed amendments to various Civil Service Commission Rules to adjust the Rules to reflect the relocation of the Commission's City Hall Offices and meetings rooms; changes in the public meeting laws; and changes in Commission internal procedures. (Calendar Item No. 5F)

January 9, 1995: Post for adoption at the meeting of February 6, 1995.

Speakers: None

Action: Adopt.

1097-94-8 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5B)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
389-94/95	Public Works	To be Determined
January 9, 1995: Contract 389-94/95 over to the meeting of February 6, 1995 at the request of the Department of Public Works		
Speakers:	None	
Action:	Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser.	

0055-95-3 Request for salary adjustments for employees assigned supervisory duties pursuant to Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. 5E)

Speakers: None

Action: Adopt Human Resources Director's report; approve supervisory differential adjustments; notify departments accordingly.

0056-95-3 Request to appoint new employees at a salary step higher than normal. (Calendar Item No. 5C)

<u>Name and Class</u>	<u>Department</u>	<u>Step Requested & Recommended</u>	<u>Annual Salary Step I</u>	<u>Annual Sal. Rec. Step</u>
Carolyn Pratt Sr. Clk. Typist (Class 1426)	Community College	3	28,005	30,798
David Parenti Dist. Atty. Inv. (Class 8146)	District Attorney	3	43,483	52,800
Edvida Moore Special Asst. VI (Class 1365)	Controller	5	35,366	42,856
Jesus Ortiz Special Asst. VI (Class 1365)	Controller	5	35,366	42,856
Carol Hehmeyer Trial Attorney (Class 8176)	Dist. Attorney	5	55,985	68,043
Alicia Klein Special Asst. VI (Class 1365)	Mayor's Office	3	35,366	38,915
Laurie Park Special Asst. XIII (Class 1372)	PUC	3	58,777	64,806

Speakers: None

Action: Adopt Human Resources Director's report.

0075-95-3 Request to appoint new employees at a salary step higher than normal. (Calendar Item No. 5D)

<u>Name and Class</u>	<u>Department</u>	<u>Step Requested & Recommended</u>	<u>Annual Salary Step I</u>	<u>Annual Sal. Rec. Step</u>
Brewster Wycoff Security Analyst (Class 4331)	Retirement	5	55,985	68,043

Speakers: None

Action: Adopt Human Resources Director's report.

0079-95-7 Efrain Zuniga, Deputy Sheriff (Class 8304), Sheriff's Department (Calendar Item No. 5H)

Speakers: None

Action: Over to meeting of March 6, 1995 at the request of Local 3.

0078-95-1 Designation of official Civil Service and Department of Human Resources bulletin boards (Calendar Item No. 5I).

Speakers: None

Action: Adopt staff report.

0084-95-7 Appeal of the Executive Officer's denial of the request of Sergio Hernandez for a Civil Service Commission hearing related to his 1993 separation (Calendar Item No. 6F)

Speakers: Pro - Albert C. Walker, Executive Officer, Civil Service Commission

Con - Joseph Sacramento, Attorney
Sergio Hernandez

Action: Deny appeal; sustain the decision of the Executive Officer (Vote of 3 to 0).

0086-95-4 Appeal of the Human Resources Director's decision to cancel the examinations for Class 9140 Transit Manager I and 9141 Transit Manager II (Calendar Item No. 5K).

Speakers: None

Action: Over to the meeting of March 6, 1995 at the request of the Transport Workers Union, Local 200.

0095-95-1 Resolution of Commendation for Kate Favetti, Assistant Executive Officer, Civil Service Commission, upon her promotion to Human Resources Manager, San Francisco General Hospital Medical Center, Department of Public Health

Speakers: Kate Favetti

Action: Adopt

EMPLOYEE SEPARATIONS

DISMISSAL OF PERMANENT EMPLOYEE

0076-95-7 Romeo Lagman, Stationary Engineer (Class 7334), Public Utilities Commission, Water Department. (Calendar Item No. 7A)

Speakers: Diana Buchbinder, Public Utilities Commission
Leland Fong, Public Utilities Commission
Romeo Lagman
Don Vincent, Local 39

Action: Dismiss from the City and County Service. Cancel any current examination and eligibility status. No future employment with the City and County of San Francisco (Vote of 3 to 0).

COMMISSIONERS' NEW BUSINESS AND REPORTS

COMMISSIONERS' NEW BUSINESS (Calendar Calendar Item No. 8A)

None

HUMAN RESOURCES DIRECTOR'S REPORT (Calendar Calendar Item No. 8B)

None

EXECUTIVE OFFICER'S REPORT (Calendar Calendar Item No. 8C)

Review of proposed Vision and Mission statements for the Civil Service Commission; objectives for Fiscal Year 1995-96 (Calendar Item No. C1).

Reviewed.

Civil Service Commission Budget Request, Fiscal Year 1995-96 (File No. 0077-95-1)

Action: Approve; forward to the Office of the Mayor.

REQUESTS TO SPEAK

None

ADJOURNMENT

In memory of Joseph Mignola, Jr., a retired forty year employee of the City and County of San Francisco, who died on January 12, 1995.

In memory of Edmund Sarraille, a retired 27 year employee of the San Francisco Police Department, who died on February 2, 1995

Time of Adjournment: 4:25 p.m.

Tape-Recording of Civil Service Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Civil Service Commission meetings are tape-recorded. These tape recordings are available for public review starting on the day after the Commission meeting in Room 153 City Hall during normal business hours. Recordings will be retained for a minimum of ten (10) business days.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MEMORANDUM

CSC NO. 95-1

JUAN RIOS
PRESIDENT

KAREN CLOPTON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

ADRIENNE PON
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

DATE: January 27, 1995

TO: Department Heads
Personnel Officers
Employee Organizations

FROM: Albert C. Walker
Executive Officer, Civil Service Commission

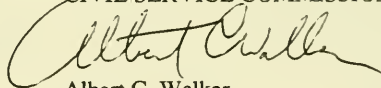
SUBJECT: CANCELLATION OF FEBRUARY 20, 1995 CIVIL SERVICE
COMMISSION MEETING

JAN 30 1995
SAN FRANCISCO
PUBLIC LIBRARY

Due to the legal holiday occurring on Monday, February 20, 1995 (President's Day Observance) which conflicts with the regular Civil Service Commission meeting day, this meeting is cancelled.

The Commission will meet as scheduled on Monday, February 6, 1995 in Room 282 City Hall starting at 2:00 p.m.

CIVIL SERVICE COMMISSION


Albert C. Walker
Executive Officer

(4158B)



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

A G E N D A

JUAN RIOS
PRESIDENT

KAREN CLOPTON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

ADRIENNE PON
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

Regular Meeting
of
March 6, 1995

DOCUMENTS DEPT.

MAR 2 1995

SAN FRANCISCO
PUBLIC LIBRARY

Room 428,
Veterans Building, 401 Van Ness Avenue

Order of Business

Part I: 2:00 p.m.

1. CALL TO ORDER AND COMMISSION ROLL CALL
2. MINUTES
3. ANNOUNCEMENTS
4. CONSENT AGENDA
5. REGULAR BUSINESS

Part II: 3:00 p.m.

6. EMPLOYEE SEPARATIONS
7. COMMISSIONERS' NEW BUSINESS AND REPORTS
8. REQUESTS TO SPEAK
9. ADJOURNMENT

DOCUMENTS DEPT.

MAR 2 1995

SAN FRANCISCO
PUBLIC LIBRARY

Notice of Commission Hearing Procedures

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or City and County Departmental staff. These reports are available for inspection in the Office of the Executive Officer, Civil Service Commission, Veterans Building, 401 Van Ness Avenue, Room 304, approximately two (2) business days prior to the meeting date. Call 554-4747 to determine the availability of reports to the Commission. If practicable, copies of Commission reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents per page reproduction fee.

All written material to be considered by the Commission in support of an agenda item shall be submitted to the Executive Officer in Room 304, Veterans Building, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, Tuesday). An original and nine (9) copies shall be provided (Rule 5.16). All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

A request for a continuance (a delay to another meeting) may be directed to the Executive Officer prior to the meeting by calling 554-4747 or by submitting the request in writing to Room 304, Veterans Building. Telephone requests must be confirmed in writing. The Commission will consider a request for a continuance that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

Requests to hear items out of order and for private hearings are to be directed to the Commission President at the beginning of each section of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.1): The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: If a matter is severed from the Consent Agenda, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. No other person shall be permitted to speak.

Regular Agenda: Presentation by departmental representative for a maximum time of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by the department for a maximum time limit of ten (10) minutes unless extended by the Commission.

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

Presentation by the employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

Requests to Speak before the Civil Service Commission

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission may complete a "REQUEST TO ADDRESS THE COMMISSION" form and submit it to the Executive Officer, Civil Service Commission, before the meeting in Room 304 Veterans Building, 401 Van Ness Avenue, or at the Civil Service Commission meeting. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Requests will be numbered in the order of receipt. This number will determine the order that speakers will be heard; OR

A person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission without completing a Request form. These speakers will be heard following the speakers with a Request form.

In either case, speakers are not required to identify themselves or provide identifying information.

Maximum time allowed each speaker is three (3) minutes. Total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

The Civil Service Commission normally meets in Room 428, Veterans Building, 401 Van Ness Avenue. However, meetings not held in this room are conducted in the Civic Center Area.



The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 1/2 blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 72 hours prior to the meeting: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Civil Service Commission Executive Officer's Office at 554-4747 to make arrangements for the accommodation. Late requests will be honored if possible.



Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the city's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Notice

Tape-recording of Civil Service Commission Meetings are tape-recorded. These tape recordings are available for public review starting on the day after the Commission meeting in Room 304, Veterans Building. Recordings will be retained for a minimum of ten (10) business days.

**City and County of San Francisco
Civil Service Commission**

**Agenda for Regular Meeting
March 6, 1995**

PART I - 2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND COMMISSION ROLL CALL**

(2) **MINUTES**

Regular Meeting of February 6, 1995

Recommendation: Adopt

(3) **ANNOUNCEMENTS**

A. Announcement of changes to agenda

B. Executive Session, March 6, 1995

C. Other announcements

(4) **CONSENT AGENDA** (ITEMS 4A THROUGH 4C)

All matters listed on the Consent Agenda are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Agenda and considered as a separate item.

(4A) **Review of requests for approval of proposed personal services contracts.
(File No. 917-94-8)**

NUMBER

DEPARTMENT

CONTRACTOR

404-94/95

Airport

URS Consultants, Inc.

431-94/95

Airport

NMH, Incorporated

February 6, 1995: Contracts 431-94/95 and 404-94/95 over to the meeting of March 6, 1995 by joint agreement between the Airport and Local 21.

Recommendation: Adopt Human Resources Director's report; notify offices of the Controller and the Purchaser.

**(4B) Review of requests for approval of proposed personal services contracts
(File No. 0124-95-8)**

PSC #	Department	Amount	Type of Services	Type of Approval	Duration
001R-94/95	Airports	\$350,000	Perform emergency repairs and upgrades as needed	Regular	6/30/95
002R-94/95	Art Commission	\$20,000	Art Conservation of outdoor monuments & art	Regular	6/30/96
003R-94/95	Community College	\$180,000	Design & implementation of the telecommunication system for the new Library Learning Resource Center	Regular	7/30/96
004R-94/95	Public Health	\$1,500,000	Methadone Maintenance service/ Bay area addiction research & treatment	Regular	6/30/97
005R-94/95	Public Health	\$8,200	Clinical/financial/managed care software applications	Regular	7/31/96
006R-94/95	Public Transportation	\$51,000	Repair by welding and component replacement to rear suspension & drive axle system	Regular	5/31/95
007R-94/95	Public Works	\$1,200,000	Specialty Design Service on environmental controls to avoid animal agitation	Regular	3/98

Item 4B (cont.)

PSC #	Department	Amount	Type of Services	Type of Approval	Duration
008R-94/95	Social Services	\$140,000	Provide employment preparedness training, including interviewing techniques, grooming, career mapping, etc.	Regular	6/30/96
009R-94/95	Social Services	\$575,000	Provide weekly instructional services to participants in the Independent Living Skills Program	Regular	6/30/96
010R-94/95	Social Services	\$30,000	Provides case management & supportive services to pregnant teens and custodial teen parents under age 19	Regular	6/30/95

Recommendation: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser

(4C) Request to appoint new employees at a salary step higher than normal (File No. 0123-95-3)

Name and Class	Department	Step Requested & Recommended	Annual Salary Step I	Annual Sal. Rec. Step
Willie Ross Dep. Tax Admin. (Class 4373)	Treasurer	3	86,469	95,343
Monique Zmuda Dir. Bus. & Oper. (Class 2880)	Public Health	5	79,970	97,796

Recommendation: Adopt Human Resources Director's report

(4D) Efrain Zuniga, Deputy Sheriff (Class 8304), Sheriff's Department (File No. 0079-95-7)

February 6, 1995: Over to meeting of March 6, 1995, at the request of Local 3.

Recommendation: Over to meeting of May 1, 1995 at the request of the Sheriff's Department.

(5) REGULAR BUSINESS - (Items 5A through 5D)

(5A) Appeal by various persons of the Human Resources Director's decision to cancel the examinations for Transit Manager I (Class 9140) and Transit Manager II (Class 9141) (File No. 0086-95-4)

February 6, 1995: Over to the meeting of March 6, 1995 at the request of the Transport Workers Union, Local 200.

Recommendation: Adopt Human Resources Director's report; deny appeals; sustain the Human Resources Director's decision to cancel these examinations.

(5B) Appeal by Barbara Washington of the Human Resources Director's finding of insufficient evidence to sustain a charge of discrimination. (File No. 0029-95-6)

Recommendation: Adopt Human Resources Director's report; deny appeal of Ms. Barbara Washington.

(5C) Appeal of Henry Leigh of the decision of the Human Resources Director to reclassify one position in the Controller's Office from Chief Accountant (Class 1658) to Principal Administrative Analyst (Class 1824). (File No. 910-94-2)

Recommendation: Adopt Human Resources Director's report; deny appeal of Henry Leigh.

(5D) Appeal of Barbara Britz of background rejection as a Firefighter (Class H-2).

Recommendation: Adopt report; sustain decision of the Chief of the San Francisco Fire Department; deny appeal.

PART II - 3:00 p.m.

(6) EMPLOYEE SEPARATIONS

DISMISSAL OF ENTRANCE PROBATIONARY EMPLOYEES

(6A) Ronald Warren, Truck Driver (Class 7355) Department of Public Works, Street Environmental Services (File No. 1091-94-7)

February 6, 1995: Over to meeting of March 6, 1995 at the request of Mr. Warren's attorney.

Recommendation of the Department of Public Works:

Dismiss from the City and County Service; No future employment with the Department of Public Works.

(7) COMMISSIONERS'S NEW BUSINESS AND REPORTS

(7A) COMMISSIONERS'S NEW BUSINESS

(7B) HUMAN RESOURCES DIRECTOR'S REPORT

(7C) EXECUTIVE OFFICER'S REPORT

(8) REQUESTS TO SPEAK

(9) ADJOURNMENT





CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MINUTES

Regular Meeting
of
March 6, 1995

DOCUMENTS DEPT.

MAR 13 1995

SAN FRANCISCO
PUBLIC LIBRARY

Room 428,
Veterans Building, 401 Van Ness Avenue

TIME CONVENED

2:20 p.m.

ROLL CALL

Present: Commissioner Kosturos
Commissioner Munson
Commissioner Rios
Excused: Commissioner Clopton
Commissioner Pon

MINUTES

Regular Meeting of February 6, 1995

Action: Approve

ANNOUNCEMENTS

The Civil Service Commission held a Special Meeting in Executive Session (closed session) on Monday, March 6, 1995 at 12:15 p.m. in Room 304A Veterans Building to confer with the City's labor negotiator on collective bargaining issues. Present were Commissioners Rios, Kosturos, and Munson. The Commission conferred with the labor negotiator.

910-94-2 Appeal of Henry Leigh of the decision of the Human Resources Director to classify one position in the Controller's Office to Principal Administrative Analyst (Class 1824). (Calendar Item No. 5C)

Action: Over to the meeting of April 3, 1995 at Mr. Leigh's request.

JUAN RIOS
PRESIDENT

KAREN CLOPTON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

ADRIENNE PON
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

917-94-8 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
404-94/95	Airport	URS Consultants, Inc.
431-94/95`	Airport	NMH, Incorporated

February 6, 1995: Contracts 431-94/95 and 404-94/95 over to the meeting of March 6, 1995 by joint agreement between the Airport and Local 21.

Speakers: David Novogrodsky, Local 21
Michael Casey, Airports Commission

Action: Adopt Human Resources Director's report; notify offices of the Controller and the Purchaser.

1088-94-4 Appeal of Barbara Britz of background rejection as a Firefighter (Class H-2) (Calendar Item No. 5D)

Speakers: Pro- Asst. Chief Bob Demmons, SFFD
 Lt. Robert Evans, SFFD
 Con- Barbara Thomson
 Barbara Britz
 David Darby

Action: Over to the meeting of April 3, 1995.

1091-94-7 Ronald Warren, Truck Driver (Class 7355) Department of Public Works, Street Environmental Services (Calendar Item No. 6A)

February 6, 1995: Over to meeting of March 6, 1995 at the request of Mr. Warren's attorney.

Speakers: None.

Action: Over to meeting of April 3, 1995 at the request of Mr. Warren's attorney.

0029-95-6 Appeal by Barbara Washington of the Human Resources Director's finding of insufficient evidence to sustain a charge of discrimination. (Calendar Item No. 5B)

Speakers: None.

Action: Adopt Human Resources Director's report; deny appeal of Ms. Barbara Washington (Ms. Washington did not appear).

0079-95-7 Efrain Zuniga, Deputy Sheriff (Class 8304), Sheriff's Department (Calendar Item No. 4D)

February 6, 1995: Over to meeting of March 6, 1995, at the request of Local 3.

Speakers: None

Action: Over to meeting of May 1, 1995 at the request of the Sheriff's Department.

0086-95-4 Appeal by various persons of the Human Resources Director's decision to cancel the examinations for Transit Manager I (Class 9140) and Transit Manager II (Class 9141) (Calendar Item No. 5A)

February 6, 1995: Over to the meeting of March 6, 1995 at the request of the Transport Workers Union, Local 200.

Speakers: None

Action: Over to the meeting of April 3, 1995 at the request of Michael Lonegran, Madeline Harris and Claire Zvanski.

0123-95-3 Request to appoint new employees at a salary step higher than normal (Calendar Item No. 4C)

Name and Class	Department	Step Requested & Recommended	Annual Salary Step I	Annual Sal. Rec.
Willie Ross Dep. Tax Admin. (Class 4373)	Treasurer	3	86,469	95,343
Monique Zmuda Dir. Bus. & Oper. (Class 2882)	Public Health	5	79,970	97,796

Speakers: Pro - Edward Gazzano, Department of Public Health
Con - None

Action: 1. The matter of Willie Ross over to the meeting of March 20, 1995 at the request of the Department of Human Resources.
2. Approve appointment of Monique Zmuda at Step 3 of the salary schedule for Director, Business and Operations (Class 2880) as agreed by the Department of Public Health.

0124-95-8 Review of requests for approval of proposed personal services contracts (Calendar Item No. 4B)

PSC #	Department	Amount	Type of Services	Type of Approval	Duration
001R-94/95	Airports	\$350,000	Perform emergency repairs and upgrades as needed	Regular	6/30/95
002R-94/95	Art Commission	\$20,000	Art Conservation of outdoor monuments & art	Regular	6/30/96
003R-94/95	Community College	\$180,000	Design & implementation of the telecommunication system for the new Library Learning Resource Center	Regular	7/30/96
004R-94/95	Public Health	\$1,500,000	Metadone Maintenance service/ Bay area addiction research & treatment	Regular	6/30/97
005R-94/95	Public Health	\$8,200,000	Clinical/financial/managed care software applications	Regular	7/31/96
006R-94/95	Public Transportation	\$51,000	Repair by welding and component replacement to rear suspension & drive axle system	Regular	5/31/95
007R-94/95	Public Works	\$1,200,000	Specialty Design Service on environmental controls to avoid animal agitation	Regular	3/98

PSC#	Department	Amount	Type of Services	Type of Approval	Duration
008R-94/95	Social Services	\$140,000	Provide employment preparedness training, including interviewing techniques, grooming, career mapping, etc.	Regular	6/30/96
009R-94/95	Social Services	\$575,000	Provide weekly instructional services to participants in the Independent Living Skills Program	Regular	6/30/96
010R-94/95	Social Services	\$30,000	Provides case management & supportive services to pregnant teens and custodial teen parents under age 19	Regular	6/30/95

Action: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser

COMMISSIONERS'S NEW BUSINESS AND REPORTS

COMMISSIONERS'S NEW BUSINESS (Calendar Item No. 7A)

HUMAN RESOURCES DIRECTOR'S REPORT (Calendar Item No. 7B)

EXECUTIVE OFFICER'S REPORT (Calendar Item No. 7C)

REQUESTS TO SPEAK

None

ADJOURNMENT

4:56 p.m.





CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

A G E N D A

Regular Meeting

of

March 20, 1995

3:30 p.m.

Room 428,
Veterans Building, 401 Van Ness Avenue

Order of Business

1. CALL TO ORDER AND COMMISSION ROLL CALL
2. MINUTES
3. ANNOUNCEMENTS
4. RESOLUTIONS OF COMMENDATION
5. CONSENT AGENDA
6. REGULAR BUSINESS
7. COMMISSIONERS'S NEW BUSINESS AND REPORTS
8. REQUESTS TO SPEAK
9. ADJOURNMENT

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MAR 17 1995

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JUAN RIOS
PRESIDENT

KAREN CLOPTON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

ADRIENNE PON
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER



City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
March 20, 1995

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MAR 17 1995

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3:30 p.m.

ITEM NO.

(1) CALL TO ORDER AND COMMISSION ROLL CALL

(2) MINUTES

Regular Meeting of March 6, 1995

Recommendation: Adopt

(3) ANNOUNCEMENTS

A. Announcement of changes to agenda

B. Executive Session, March 20, 1995

C. Other announcements

(4) RESOLUTIONS OF COMMENDATION

A. Resolutions of Commendation for exemplary performance as civil service employees in connection with the relocation of City Hall offices:

Kira Chuchom, Department of Human Resources
Sandra L. Favale-Matteucci, Civil Service Commission
Mary Hanni, Department of Public Works
Tony Irons, Department of Public Works
Steve Legnito, Real Estate
Joan Lubamersky, Chief Administrative Officer
Leonardo Ortega, Department of Human Resources
Anthony Yeung, Department of Human Resources

Recommendation: Adopt

B. Resolution of Commendation for Luis Valdez, Management Assistant, San Francisco Community College District, upon his retirement.

Recommendation: Adopt

CONSENT AGENDA (ITEMS 5A THROUGH 5F)

All matters listed on the Consent Agenda are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Agenda and considered as a separate item.

(5A) Review of requests for approval of proposed personal services contracts (File No. 0155-95-8)

PSC #	Department	Amount	Type of Services	Type of Approval	Duration
001C-94/95	Public Health	\$1,874,617	Establishing a model tuberculosis prevention and control center	Continuing	1/31/97
002C-94/95	Public Health	\$72,000	Operation of a community support center for pregnant & postpartum African-American women	Continuing	6/30/99
0011R-94/95	Airports	\$2,023,670	Design, customize and install an airline common-use terminal system	Regular	3/99
0012R-94/95	Airports	\$1,921,630	Design, customize, and install an airline common-use terminal system.	Regular	3/99
0013R-94/95	Public Health	\$530,000	Provide bilingual, bicultural health interpreters to support clinic and community health services involving refugees.	Regular	9/30/99
0014R-94/95	Recreation and Park	\$250,000	Convert move-able stands to football/ baseball configuration	Regular	3/30/96

ITEM 5A CONT.					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
0015R-94/95	Transportation	\$150,000	Professional services for conducting labor relations & related consultation.	Regular	3/30/96
0016R-94/95	Transportation	\$148,500	Drug testing program	Regular	3 years
0017R-94/95	Transportation	\$74,676	Provide services that conform to federal drug testing requirements	Regular	3 years

Recommendation: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser

(5B) Request to appoint new employees at a salary step higher than normal (File No. 0123-95-3)

Name and Class	Department	Step Requested & Recommended	Annual Salary Step I	Annual Sal. Rec. Step
Willie Ross Dep. Tax Admin. (Class 4373)	Treasurer	3	86,469	95,343

March 6, 1995: The matter of Willie Ross over to the meeting of March 20, 1995 at the request of the Department of Human Resources.

Recommendation: Adopt Human Resources Director's report

(5C) Request to appoint new employees at a salary step higher than normal (File No. 0149-95-3)

Employee and Class	Department	Step Requested & Recommended	Annual 1st Step Salary	Annual Salary Rec. Step
Fred Crowder 3453 Asst. Agri. Comm.	Agriculture and Weights and Measures	2	43,487	45,623
Alex Dong 1370 Special Asst XI	CAO	5	50,791	61,727

(5D) Requests for Salary adjustments for employees assigned supervisory duties as provided by Section IV.F of the Salary Standardization Ordinance.

Recreation and Park	Class	Employee	Biweekly Rate	Supervisor's Recommended BW Rate
Supervisor:	3422 Park Sect. Supv.	Thomas Chiasso	57.4 1506-1827	59.4 1658-2014
Subordinate:	7355 Truck Driver	Roy Lembi	1714-1890	

Recommendation: Adopt report; approve supervisory differential adjustments; notify department accordingly.

(5E) Proposed Amendments to Civil Service Commission Rule 19 - Transport Workers Union - San Francisco Municipal Railway Trust Fund, to clarify and require that meetings of the Trust Fund Board are covered by state and local public meeting laws. (File No. 441-94-95)

June 6, 1994: Over to the meeting of July 18, 1994 at the request of the City Attorney.

July 18, 1994: Post for adoption at the meeting of August 1, 1994

August 1, 1994: Over to the meeting of August 15, 1994 at the request of Commissioner Munson

August 15, 1994: Over to the meeting of September 19, 1994 at the joint request of Commissioner Munson and the Transport Workers Union.

September 19, 1994: Over to the meeting of November 21, 1994 at the request of the Transport Workers Union.

November 21, 1994: Over to the meeting of December 5, 1994 at the request of the Transport Workers Union.

December 5, 1994: Over to the meeting of March 20, 1995 at the request of Commissioner Munson

Recommendation: Over to the meeting of July 17, 1995 at the request of the Transport Workers Union.

(5F) Request for supplemental appropriation for \$300,000 to initiate a citywide classification study to be conducted by the Department of Human Resources. (File No. 156-94-1)

Recommendation: Approve request for supplemental appropriation for \$300,000; forward to the Mayor.

(6) **REGULAR BUSINESS**

(6A) **Appeal of background rejection for Police Officer (Q2) by Munkei Keton.**

Recommendation: Adopt report; deny appeal of Munkei Keton; sustain decision of the Chief of the Police Department

(7) **COMMISSIONERS'S NEW BUSINESS AND REPORTS**

(7A) **COMMISSIONERS'S NEW BUSINESS**

From the Civil Service Commission Rules Revision Committee:

Restatement of Policy Prohibiting Employee Violence in the Workplace (Part I of Two Parts)

Recommendation: Post for adoption at the meeting of April 3, 1995.

(7B) **HUMAN RESOURCES DIRECTOR'S REPORT**

A. Provisional Appointments Report

B. Other matters

(7C) **EXECUTIVE OFFICER'S REPORT**

(8) **REQUESTS TO SPEAK**

(9) **ADJOURNMENT**

In memory of Lt. Louis Mambretti, San Francisco Fire Department, a twenty-five year civil service employee of the City and County of San Francisco, who died in the line of duty on March 9, 1995.



Notice of Commission Hearing Procedures

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or City and County departmental staff. These reports are available for inspection in the Office of the Executive Officer, Civil Service Commission, Veterans Building, 401 Van Ness Avenue, Room 304, approximately two (2) business days prior to the meeting date. Call 554-4747 to determine the availability of reports to the Commission. If practicable, copies of Commission reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents per page reproduction fee.

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Requests to hear items out of order and for private hearings are to be directed to the Commission President at the beginning of each section of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.1): The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: If a matter is severed from the Consent Agenda, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. No other person shall be permitted to speak.

Regular Agenda: Presentation by departmental representative for a maximum time of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by the department for a maximum time limit of ten (10) minutes unless extended by the Commission.

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

Presentation by the employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks..

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

Requests to Speak before the Civil Service Commission

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission may complete a "REQUEST TO ADDRESS THE COMMISSION" form and submit it to the Executive Officer, Civil Service Commission, before the meeting in Room 304 Veterans Building, 401 Van Ness Avenue, or at the Civil Service Commission meeting. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Requests will be numbered in the order of receipt. This number will determine the order that speakers will be heard, OR

A person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission without completing a Request form. These speakers will be heard following the speakers with a Request form.

In either case, speakers are not required to identify themselves or provide identifying information.

Maximum time allowed each speaker is three (3) minutes. Total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

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Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the city's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Notice

Tape-recording of Civil Service Commission Meetings are tape-recorded. These tape recordings are available for public review starting on the day after the Commission meeting in Room 304, Veterans Building. Recordings will be retained for a minimum of ten (10) business days.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MINUTES

Regular Meeting
of
March 20, 1995

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PRESIDENT

KAREN CLOPTON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

ADRIENNE PON
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

Room 428,
Veterans Building, 401 Van Ness Avenue

TIME CONVENED

4:10 p.m.

ROLL CALL

Present: Commissioner Clopton
Commissioner Kosturos
Commissioner Munson
Commissioner Pon
Commissioner Rios

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MINUTES

Regular Meeting of March 6, 1995

Action: Adopt

ANNOUNCEMENTS

The Civil Service Commission held a Special Meeting in Executive Session (closed session) on Monday, March 20, 1995, at 2:00 p.m. in Room 304A Veterans Building to confer with the City's labor negotiator. Present were Commissioners Rios, Clopton, Pon and Munson. The Commission instructed the labor negotiator.

RESOLUTIONS OF COMMENDATION

A. Resolutions of Commendation for exemplary performance as civil service employees in connection with the relocation of City Hall offices:

Kira Chuchom, Department of Human Resources
Sandra L. Favale-Matteucci, Civil Service Commission
Mary Hanni, Department of Public Works
Tony Irons, Department of Public Works
Steve Legnito, Real Estate
Joan Lubamersky, Chief Administrative Officer
Leonardo Ortega, Department of Human Resources
Anthony Yeung, Department of Human Resources

Action: Adopt

B. Resolution of Commendation for Luis Valdez, Management Assistant, San Francisco Community College District, upon his retirement.

Action: Adopt

441-94-5 Proposed Amendments to Civil Service Commission Rule 19 - Transport Workers Union - San Francisco Municipal Railway Trust Fund, to clarify and require that meetings of the Trust Fund Board are covered by state and local public meeting laws. (Calendar No. 5E)

June 6, 1994: Over to the meeting of July 18, 1994 at the request of the City Attorney.

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August 15, 1994: Over to the meeting of September 19, 1994 at the joint request of Commissioner Munson and the Transport Workers Union.

Sept. 19, 1994: Over to the meeting of November 21, 1994 at the request of the Transport Workers Union.

Nov. 21, 1994: Over to the meeting of December 5, 1994 at the request of the Transport Workers Union.

Dec. 5, 1994: Over to the meeting of March 20, 1995 at the request of Commissioner Munson

Action: Over to the meeting of July 17, 1995 at the request of the Transport Workers Union.

1072-94-4 Appeal of background rejection for Police Officer (Q2) by Munkei Keton. (Calendar Item No. 6A)

Speakers: Pro: Officer Hannah Brown
Con: Munkei Keton

Action: Adopt report; deny appeal of Munkei Keton; sustain decision of the Chief of the Police Department

123-95-3 Request to appoint new employees at a salary step higher than normal (Calendar Item No. 5B)

Name and Class	Department	Step Requested & Recommended	Annual Salary Step I	Annual Sal. Rec. Step
Willie Ross Dep. Tax Admin. (Class 4373)	Treasurer	3	86,469	95,343

March 6, 1995: The matter of Willie Ross over to the meeting of March 20, 1995 at the request of the Department of Human Resources.

Action: Off calendar; request withdrawn

0148-95-3 Requests for salary adjustments for employees assigned supervisory duties as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item 5D)

Recreation and Park	Class	Employee	Biweekly Rate	Supervisor's Recommended BW Rate
Supervisor:	3422 Park Sect. Supv.	Thomas Chiasso	57.4 1506-1827	59.4 1658-2014
Subordinate:	7355 Truck Driver	Roy Lembi	1714-1890	

Speakers: Pro: Marsha Ramirez, Recreation and Park
Tamara George, Department of Human Resources

Action: Adopt report; approve supervisory differential adjustments; notify department accordingly.

149-95-3 Request to appoint new employees at a salary step higher than normal (Calendar Item 5C)

Employee and Class	Department	Step Requested & Recommended	Annual 1st Step Salary	Annual Salary Rec. Step
Fred Crowder 3453 Asst. Agri. Comm.	Agriculture and Weights and Measures	2	43,487	45,623
Alex Dong 1370 Special Asst XI	CAO	5	50,791	61,727

Speakers: Request for Alex Dong:
Pro: Steve Medbury; Bill Wong

Action: 1. Request for Fred Crowder: Adopt Human Resources Directors report; approve appointment at Step 2 of Salary Schedule for Class 3453 Assistant Agricultural Inspector.

2. Request for Alex Dong over to the meeting of April 3, 1995 by Commission action. Additional information requested to be transmitted to the Commission through the Department of Human Resources.

155-95-8 Review of requests for approval of proposed personal services contracts (Calendar Item 5A)

PSC #	Department	Amount	Type of Services	Type of Approval	Duration
001C-94/95	Public Health	\$1,874,617	Establishing a model tuberculosis prevention and control center	Continuing	1/31/97
002C-94/95	Public Health	\$72,000	Operation of a community support center for pregnant & postpartum African-American women	Continuing	6/30/99
0011R-94/95	Airports	\$2,023,670	Design, customize, and install an airline common-use terminal system.	Regular	3/99
0012R-94/95	Airports	\$1,921,630	Design, customize, and install an airline common-use terminal system.	Regular	3/99
0013R-94/95	Public Health	\$530,000	Provide bilingual, bicultural health interpreters to support clinic and community health services involving refugees.	Regular	9/30/99
0014R-94/95	Recreation and Park	\$250,000	Convert moveable stands to football/ baseball configuration	Regular	3/30/96
0015R-94/95	Transportation	\$150,000	Professional services for conducting labor relations & related consultation.	Regular	3/30/96

0016R-94/95	Transportation	\$148,500	Drug testing program	Regular	3 years
0017R-94/95	Transportation	\$74,676	Provide services that conform to federal drug testing requirements	Regular	3 years

Speakers: Contract 0013R-94/95:
Pro: Galen Leung, DPH
Con: David Gabler
Contract 0015R-94/95:
Pro: Gary King, DHR
Fred Howell, Public Transportation
Con: Alice Fialkin, TWU, Local 200

Action: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser (Contract 0013R-94/95 approved by vote of 4 to 1: Commissioner Kosturos dissents)

156-94-1 Request for supplemental appropriation for \$300,000 to initiate a citywide classification study to be conducted by the Department of Human Resources. (Calendar Item No. 5F)

Action: Approve request for supplemental appropriation for \$300,000; forward to the Mayor.

168-95-1 From the Civil Service Commission Rules Revision Committee: Restatement of Policy Prohibiting Employee Violence in the Workplace (Part I of Two Parts) (Calendar Item No. 7A)

Action: Post for adoption at the meeting of April 3, 1995.

169-95-1 HUMAN RESOURCES DIRECTOR'S REPORT

A. Provisional Appointments Report (Calendar Item No. 7B)

Speaker: Anne Godfrey, Dept. of Human Resources

B. Other matters: Draft of proposed changes to Rule 1, Section 1.03 was presented.

Speaker: Evelyn Hogan-Jackson, Dept. of Human Resources

Action: Refer to Civil Service Commission Rules Revision Committee

EXECUTIVE OFFICER'S REPORT

None.

REQUESTS TO SPEAK

None

ADJOURNMENT - 5:27 p.m.

In memory of Lt. Louis Mambretti, San Francisco Fire Department, a twenty-five year civil service employee of the City and County of San Francisco, who died in the line of duty on March 9, 1995.

In memory of Giancarlo Fedeli, a retired employee of the Department of Public Health, San Francisco General Hospital Medical Center, who died on February 22, 1995.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

A G E N D A

Regular Meeting
of
April 3, 1995

2:00 p.m.

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Room 428,
Veterans Building, 401 Van Ness Avenue

Order of Business

1. CALL TO ORDER AND COMMISSION ROLL CALL
2. MINUTES
3. ANNOUNCEMENTS
4. RESOLUTION OF COMMENDATION
5. CONSENT AGENDA
6. REGULAR BUSINESS
7. EMPLOYEE SEPARATIONS
8. COMMISSIONERS'S NEW BUSINESS AND REPORTS
9. REQUESTS TO SPEAK
10. ADJOURNMENT

JUAN RIOS
PRESIDENT

KAREN CLOPTON
VICE PRESIDENT

GEORGE KOSTUROS
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**City and County of San Francisco
Civil Service Commission**

**Agenda for Regular Meeting
April 3, 1995**

2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND COMMISSION ROLL CALL

(2) MINUTES

Regular Meeting of March 20, 1995

Recommendation: Adopt

(3) ANNOUNCEMENTS

A. Announcement of changes to agenda

B. Executive Session, April 3, 1995

C. Other announcements

(4) RESOLUTION OF COMMENDATION

Resolution of Commendation for Ron Kramer, Department of Electricity and Telecommunications, for his exemplary performance as a civil service employee in connection with the relocation of City Hall offices.

Recommendation: Adopt

(5) CONSENT AGENDA (ITEMS 5A THROUGH 5E)

All matters listed on the Consent Agenda are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Agenda and considered as a separate item.

**(5A) Review of requests for approval of proposed personal services contracts
(File No. 177-95-8)**

PSC #	Department	Amount	Type of Services	Type of Approval	Duration
001A-94/95	Controller	17,600	Will assist in analyzing requirements, writing programming specifications	Annual	9/8/95
002A-94/95	Controller	86,400	Technical writing to develop complete project documentation in support of the Employees' Retirement System	Annual	6/30/96
003A-94/95	Controller	29,200	Will Assist in analyzing requirements, writing programming specifications	Annual	10/20/95
004A-94/95	Controller	80,000	Provide technical writing services in support of ISD security policies and procedures, and in production of administrative and training guides.	Annual	6/30/96
005A-94/95	Controller	319,500	Provide expert consultant and technical programming services for the Court Management's System Project	Annual	6/30/96

Item No. 177-95-8 (Cont.)					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
006A-94/95	Controller	96,000	Analysis, design, programming and implementation of major database enhancements and program changes to the existing Retirement System	Annual	6/30/96
007A-94/95	Controller	29,200	Will assist in analyzing requirements, writing programming specifications	Annual	10/20/95
008A-94/95	Controller	111,360	Analysis, design, programming and implementation of major database enhancements and program changes to the existing Retirement System	Annual	6/30/96
009A-94/95	Controller	119,232	Provides business and systems analysis of the new Benefit Payment System for the Retirement System	Annual	6/30/96
010A-94/95	Controller	96,000	Analysis, design, programming and implementation of major database enhancements and program changes to the existing Retirement System	Annual	6/30/96

Item No. 177-95-8 (Cont.)					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
011A-94/95	Controller	80,000	Provide systems software support services	Annual	6/30/96
012A-94/95	Electricity and Telecommunications	1,000,000	Conduct and prepare users needs analysis; prepare biddable, functional, performance, and technical specifications for citywide 800 MHz radio system with 911-related functions	Annual	3 1/2 years
013A-94/95	Public Health	234,596	Operate a street-based needle exchange program with goal of preventing the spread of HIV	Annual	6/30/96
014A-94/95	Public Health	55,578	AIDS prevention services focused on gay/bisexual Latino men	Annual	6/30/96
015A-94/95	Public Health	76,531	AIDS prevention workshops and follow-up studies for Latino gay/bisexual men	Annual	6/30/96
016A-94/95	Public Health	80,403	Provide health education, risk reduction and prevention case management services to gay and bisexual men of all ethnicities who are at risk to HIV infection.	Annual	6/30/96

Item No. 177-95-8 (Cont.)					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
017A-94/95	Public Health	133,940	Will provide HIV/AIDS prevention education and risk reduction information to gay/bisexual Asian/Pacific Islander men	Annual	6/30/96
018A-94/95	Public Health	53,082	Will provide AIDS/HIV information to women (primarily of color)	Annual	6/30/96
019A-94/95	Public Health	2,038,629	Will provide coordinated HIV/AIDS, health and prevention education services through a collaboration of service providers	Annual	6/30/96
020A-94/95	Public Health	1,160,876	Will provide coordinated HIV, AIDS, health and prevention education services through a collaboration of service providers	Annual	6/30/96
021A-94/95	Public Health	28,380	Provide money management/probate conservatorship services to low income symptomatic HIV-positive residents of San Francisco	Annual	6/30/96
022A-94/95	Public Health	12,265	Provide blinded testing of intravenous drug users (IVDUs) in San Francisco	Annual	6/30/96

Item No. 177-95-8 (Cont.)					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
023A-94/95	Public Health	500,000 (per yr)	Provide case management services including money management information and referral, and client advocacy	Annual	6/30/99
024A-94/95	Public Health	150,000 (per yr)	Provide counseling and social service referrals to families and individuals experiencing stress resulting from the loss of a love one to an act of violence	Annual	6/30/99
025A-94/95	Public Health	65,000 (per yr)	Provide updated information and referral services about Chronic Fatigue Immune Dysfunction Syndrome (CFIDS)	Annual	6/30/99
026A-94/95	Public Health	20,000 (per yr)	Provide transcription services in the form of medical reports, evaluations, and pediatric reviews for children that are enrolled in therapy programs of California Children Services	Annual	6/30/99

Item No. 177-95-8 (Cont.)					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
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028A-94/95	Public Health	6,000 (per yr)	Provide on-call sign-language interpretation to the deaf and blind clients of CPHC	Annual	6/30/99
029A-94/95	Public Health	510,000 (per yr)	Provide counseling and support services to the homeless	Annual	6/30/99
030A-94/95	Public Health	13,000 (per yr)	Provide podiatry services to homeless individuals	Annual	6/30/99
031A-94/95	Public Health	167,000	Develop a community outreach program to provide patient assistants at SFGH	Annual	1 year
032A-94/95	Public Works	7,600	Provide expert technical consultation in a specialized area of microbiology	Annual	6/30/96
033A-94/95	Public Works	45,000	Provide identification and location of underground utilities at various street locations	Annual	1 year
034A-94/95	Public Works	245,000	Key punching and data processing services	Annual	6/30/96

Item No. 177-95-8 (Cont.)					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
035A-94/95	Public Works	50,000	Provide environmental monitoring staff, and construction management support for various types of engineering work	Annual	1 year
036A-94/95	Public Works	25,000	Provide special investigations, expert management study, consulting, and report services	Annual	1 year
037A-94/95	Public Works	140,000	Identify (PAHs), (PCBs), in the City and develop a pollution prevention plan targeted at the pollutants	Annual	6/30/96
038A-94/95	Public Works	12,000 (per yr)	As-needed laboratory testing metallurgical analysis of material, chemical analysis of soil, identifying unknown substances, etc.	Annual	6/30/97
039A-94/95	Public Works	25,000	As-needed laboratory Analyses Analysis of samples containing asbestos and lead	Annual	2 years

Item No. 177-95-8 (Cont.)					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
040A-94/95	Public Works	45,000	Coordinate with the other seven Bay Area Counties in the Bay Area Storm Water Management Agencies Association to inform the public about the origins and cause of urban storm water pollution	Annual	6/30/96
041A-94/95	Public Works	4,000	Develop a geographical information system; evaluation model to determine the effectiveness of targeted dry weather and storm water pollution	Annual	3/30/96
042A-94/95	Public Works	50,000	Eliminate priority pollutions from industrial and commercial storm water sources entering the City's sewerage system	Annual	6/30/96
043A-94/95	Public Works	35,000	Implement a program to reduce the amount of mercury discharged from hospitals, dental facilities and other significant commercial sources	Annual	6/30/96

Item No. 177-95-8 (Cont.)					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
044A-94/95	Public Works	3,000	Maintain personal computers and peripherals, including word processors	Annual	6/30/96
045A-94/95	Public Works	40,000	Assist the City and County of SF to obtain future funding for CSO wastewater reclamation, wastewater treatment and other capital facilities	Annual	6/30/96
046A-94/95	Public Works	24,000	Provides expert technical consultation in the specialized areas of corrosion control and repair of materials used in wastewater treatment facilities	Annual	2 years
047A-94/95	Public Works	85,000 (per yr)	Prepares models, both physical and computer models, to determine how rainfall and daily diurnal sewage impact the wastewater facilities and how we need to adjust operations of the facilities	Annual	3 years

Item No. 177-95-8 (Cont.)					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
048A-94/95	Public Works	100,000 (per yr)	Assistance on permit appeal which is now before the State, analysis of issues related to joint wet and dry weather discharged permits for the west side.	Annual	3 years
049A-94/95	Public Works	50,000 (per yr)	Make program changes to the Elke Maintenance Management System	Annual	1 year
050A-94/95	Public Works	20,000	Scheduled spectro chemical and physical testing of fuel and petroleum products and provide written reports	Annual	1 year
051A-94/95	Public Works	20,000 (per yr)	Hire Appintec for a continuation of programming support for the Elke Maintenance Management program	Annual	1 year
052A-94/95	Public Works	90,000 (per yr)	Sediment and toxicity analysis for the Bay Protection and Toxic Clean Up Program	Annual	3 years

Item No. 177-95-8 (Cont.)					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
053A-94/95	Public Works	69,466	Provide management training and consultation to include work-place diversity, strengthening trust, developing talent, leadership and work relationships	Annual	1 year
003C-94/95	Public Health	120,000	Provide 24-hour, 7 days a week back-up transportation service to DMSF clients needing lower or higher levels of care	Continuing	6/30/99
004C-94/95	Public Health	2,000,000 (per yr)	Program will reimburse residential care facility operators for providing supplemental services to mentally disordered residential clients	Continuing	6/30/99
005C-94/95	Public Health	65,000 (per yr)	Independent staffing services to conduct the business of the legislatively mandated Advisory Board to the Board of Supervisors and the County Alcohol and Drug Program Administrator	Continuing	6/30/99

Item No. 177-95-8 (Cont.)					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
006C-94/95	Public Health	4,500,000 (per yr)	Provides crisis intervention, an array of outpatient, partial day and outreach services	Continuing	6/30/99
007C-94/95	Public Health	4,000,000 (per yr)	Provides a continuum of residential treatment and continuing care programs for adults with major psycho-social disorders	Continuing	6/30/99
008C-94/95	Public Health	650,00 (per yr)	Provide 24-hour psychiatric skilled nursing care services and partial day treatment to CMHS patients who do not require acute 24-hour care	Continuing	6/30/99
009C-94/95	Public Health	125,00 (per yr)	Provide culturally sensitive and therapeutic environment for the delivery of social adult day health care services for individuals with AIDS	Continuing	6/30/99
010C-94/95	Public Health	450,000 (per yr)	Provide methadone maintenance counseling and adjunct medical referral services to opiate addicted persons who are at risk for exposure to or transmission of HIV	Continuing	6/30/99

Item No. 177-95-8 (Cont.)					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
011C-94/95	Public Health	400,000 (per yr)	San Francisco County will participate in a regional program with 11 Bay Area Counties for skilled nursing facilities care and Program for Organic Brain Syndrome	Continuing	6/30/99
012C-94/95	Public Health	175,000 (per yr)	Provides substance abuse prevention, education, information, referral and HIV testing and training services to persons who are at risk for exposure to or transmission of HIV	Continuing	6/30/99
013C-94/95	Public Health	250,000 (per yr)	Provides "sober living" services to parolees in Calif's criminal justice system who require an alcohol and drug free environment to maintain sobriety	Continuing	6/30/99
018R-94/95	Airports	75,000	Provides an SFO hotline to airport passengers and employees with comprehensive ground transportation information on an on-going basis	Regular	3/31/96

Item No. 177-95-8 (Cont.)					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
019R-94/95	Airports	8,184,000	South Terminal will be remodeled to provide a new mezzanine with elevators, escalators, and stairs to baggage and ticketing levels	Regular	12/31/98
020R-94/95	District Attorney FSB	144,000	Provide operational services and coordinate distribution of materials to all user counties in consideration for reimbursement to SF	Regular	6/30/96
021R-94/95	Public Transportation	300,000 (A)	Outside automotive repair of transit vehicles for fire, accident and structural damage	Regular	2 years
022R-94/95	Public Works	100,000	Provide as-needed geotechnical engineering services which include field investigation and evaluation of rockfalls/land-slides	Regular	8/1/97

Item No. 177-95-8 (Cont.)					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
023R-94/95	Public Works	150,000	Provide professional engineers services associated with the fire protection and life safety upgrade of Laguna Honda Hospital	Regular	2 years

- Recommendation:
1. PSC# 021R-94/95 off calendar at the request of the Department of Human Resources
 2. Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser

(5B) Request to appoint new employees at a salary step higher than normal (File No. 0167-95-3)

Employee and Class	Department	Step Requested & Recommended	Annual Salary Step I	Annual Sal. Rec. Step
Michael Johnson 2821 Director of Health Program Planning	Public Health	3	68,695	75,742

Recommendation: Adopt Human Resources Director's report

(5C) Request to appoint new employees at a salary step higher than normal (File No. 0149-95-3)

Employee and Class	Department	Step Requested & Recommended	Annual 1st Step Salary	Annual Salary Rec. Step
Alex Dong 1370 Special Asst XI	CAO	5	50,791	61,727

March 20, 1995: Request for Alex Dong over to the meeting of April 3, 1995 by Commission action. Additional information requested to be transmitted to the Commission through the Department of Human Resources.

Recommendation: Adopt Human Resources Director's report.

**(5D) From the Civil Service Commission Rules Revision Committee:
Restatement of Policy Prohibiting Employee Violence in the Workplace
(168-95-1)**

March 20, 1995: Post for adoption at the meeting of April 3, 1995

Recommendation: Adopt

**(5E) Proposed amendment to Civil Service Commission Rule 5 - General
Hearing and Meeting Procedure, Section 5.07 - Reconsideration of
Commission Action (File No. 180-95-5)**

Recommendation: Post for adoption at the meeting of April 17, 1995.

(6) REGULAR BUSINESS (Items 6A through 6D)

**(6A) Appeal of Henry Leigh of the decision of the Human Resources Director
to classify one position in the Controller's Office to Principal
Administrative Analyst (Class 1824) (File No. 910-94-2)**

March 6, 1995: Over to the meeting of April 3, 1995 at Mr. Leigh's
request.

Recommendation: Adopt Human Resources Director's report; deny
appeal of Henry Leigh.

**(6B) Appeal of Barbara Britz of background rejection as a Firefighter (Class
H-2) (File No. 1088-95-4)**

March 6, 1995: Over to meeting of April 3, 1995

Recommendation: Adopt report; sustain decision of the Chief of the San
Francisco Fire Department; deny appeal.

**(6C) Appeal by various persons of the Human Resources Director's decision
to cancel the examination for Transit Manager I (Class 9140) and
Transit Manager II (Class 9141) (File No. 0086-95-4)**

February 6, 1995 Over to the meeting of March 6, 1995 at the request of
the Transport Workers Union, Local 200.

March 6, 1995: Over to the meeting of April 3, 1995 at the request of
Michael Lonegran, Madeline Harris and Claire
Zvanski

Recommendation: Adopt Human Resources Director's report; deny
appeals; sustain the Human Resources Director's
decision to cancel these examinations

- (6D) **Appeal of the decision of the Executive Officer to reject as untimely the appeal of background rejection for Deputy Sheriff (Class 8304) by Morrigan Rae O'Neil (File No. 179-95-5)**

Recommendation: Adopt staff report; sustain decision of the Executive Officer; deny appeal of Morrigan Rae O'Neil

PART II - 3:00 p.m.

(7) EMPLOYEE SEPARATIONS

DISMISSAL OF ENTRANCE PROBATIONARY EMPLOYEE

- (7A) **Ronald Warren, Truck Driver (Class 7355) Department of Public Works, Street Environmental Services (File No. 1091-94-1)**

February 6, 1995: Over to meeting of March 6, 1995 at the request of Mr. Warren's attorney.

March 6, 1995: Over to the meeting of April 3, 1995 at the request of Mr. Warren's attorney.

Recommendation of
the Department of
Public Works: Dismiss from the City and County Service; no future employment with the Department of Public Works

(8) COMMISSIONERS'S NEW BUSINESS AND REPORTS

(8A) COMMISSIONERS'S NEW BUSINESS

1. **From the Civil Service Commission Rules Revision Committee:**

Proposed amendment to the Civil Service Commission Rules by deleting the following Civil Service Commission Rules:

Rule 9B -	Promotional Examination for Employees on Military Leave
Rule 18 -	Employee Relations - Grievance Procedure
Rule 23 -	Standing and Special Committees
Rule 24 -	Apprenticeship Program
Rule 27 -	Temporary Exchanges for Training Purposes
Rule 28 -	Employee Training Reimbursement Program
Rule 30 -	Personnel Service Records
Rule 31 -	Overtime
Appendix I,	
Rule 9D-	Promotional Examination for Employees on Military Leave (File No. 181-95-5)

Recommendation: Post for action at the meeting of June 5, 1995 with deletions effective July 1, 1995; refer to the Department of Human Resources Employee Relations Division for determination and completion of meet and confer or consultation obligations.

2. Other Matters

(7B) HUMAN RESOURCES DIRECTOR'S REPORT

(7C) EXECUTIVE OFFICER'S REPORT

(9) REQUESTS TO SPEAK

(10) ADJOURNMENT





CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MINUTES

Regular Meeting
of
April 3, 1995

2:00 p.m.

Room 428,
Veterans Building, 401 Van Ness Avenue

DOCUMENTS DEPT.

APR 10 1995

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JUAN RIOS
PRESIDENT

KAREN CLOPTON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

ADRIENNE PON
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

TIME CONVENED

2:05 p.m.

ROLL CALL

In the absence of the President and the Vice President, Commissioner Kosturos called the meeting to order and nominated Commissioner Munson as chair. Commissioner Munson was elected chair pro tem.

Present: Commissioner Munson
Commissioner Kosturos
Commissioner Pon
Excused: Commissioner Rios
Commissioner Clopton

MINUTES

Regular Meeting of March 20, 1995

Action: Adopt

ANNOUNCEMENTS

The Civil Service Commission held a Special Meeting in Executive Session (closed session) on Monday, April 3, 1995, at 1:00 p.m. in Room 304A Veterans Building to consult with the City's labor negotiator and to confer with the City Attorney on a matter with substantial likelihood of litigation. Present were Commissioners Munson, Kosturos and Pon. In the absence of the president and vice-president, Commissioner Munson was elected chair pro tem. The Commissioners consulted with the labor negotiator and conferred with the City Attorney.

RESOLUTION OF COMMENDATION

Resolution of Commendation for Ron Kramer, Department of Electricity and Telecommunications, for his exemplary performance as a civil service employee in connection with the relocation of City Hall offices.

Action: Adopt

- 910-94-2 Appeal of Henry Leigh of the decision of the Human Resources Director to classify one position in the Controller's Office to Principal Administrative Analyst (Class 1824) (Item No. 6A)**
- Speakers: Pro: Rob Keller, Department of Human Resources
 John Madden, Controller
 Con: Henry Leigh
- March 6, 1995: Over to the meeting of April 3, 1995 at Mr. Leigh's request.
- Action: : Adopt Human Resources Director's report; deny appeal of Henry Leigh.
-
- 1088-94-4 Appeal of Barbara Britz of background rejection as a Firefighter (Class H-2) (File No. 6B)**
- Speakers: Pro: Chief Robert Demmons, Fire Department
 Aleeta Van Runkle, Deputy City Attorney
 Con: Barbara Thomson
- March 6, 1995: Over to meeting of April 3, 1995
- Action: Grant appeal of Barbara Britz; find qualified as to background in this examination for Firefighter (Class H-2)
-
- 1091-94-1 Ronald Warren, Truck Driver (Class 7355) Department of Public Works, Street Environmental Services (Item No. 7A)**
- Speakers: Pro: James Horan, Department of Public Works
 Ernest Esterday, Department of Public Works
 Con: David Clisham
- February 6, 1995: Over to meeting of March 6, 1995 at the request of Mr. Warren's attorney
- March 6, 1995: Over to the meeting of April 3, 1995 at the request of Mr. Warren's attorney.
- Action: Dismiss from the City and County Service; no future employment with the Department of Public Works

0086-95-4 Appeal by various persons of the Human Resources Director's decision to cancel the examination for Transit Manager I (Class 9140) and Transit Manager II (Class 9141) (Item No. 6C)

Speakers	Pro:	Terri Brady Peter Der Alice Fialkin Governor Johnson
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Con: Michael Sorgen

Comment only: Ann Lehman, Commission on
the Status of Women

February 6, 1995 Over to the meeting of March 6, 1995 at the request of the Transport Workers Union, Local 200

March 6, 1995: Over to the meeting of April 3, 1995 at the request of Michael Lonegran, Madeline Harris and Claire Zvanski

Action: Adopt Human Resources Director's report; deny appeals; sustain the Human Resources Director's decision to cancel these examinations

0149-95-3 Request to appoint new employees at a salary step higher than normal (Item No. 5C)

Employee and Class	Department	Step Requested & Recommended	Annual 1st Step Salary	Annual Salary Rec. Step
Alex Dong 1370 Special Asst XI	CAO	5	50,791	61,727

Speakers: None

March 20, 1995: Request for Alex Dong over to the meeting of April 3, 1995 by Commission action. Additional information requested to be transmitted to the Commission through the Department of Human Resources

Action: Adopt Human Resources Director's report

0167-95-3 Request to appoint new employees at a salary step higher than normal (Item No. 5B)

Employee and Class	Department	Step Requested & Recommended	Annual Salary Step I	Annual Sal. Rec. Step
Michael Johnson 2821 Director of Health Program Planning	Public Health	3	68,695	75,742

Speakers: None

Action: Adopt Human Resources Director's report

0168-95-1 From the Civil Service Commission Rules Revision Committee: Restatement of Policy Prohibiting Employee Violence in the Workplace (Item No. 5D)

Speakers: None

March 20, 1995: Post for adoption at the meeting of April 3, 1995

Action: Adopt

177-95-8 Review of requests for approval of proposed personal services contracts (Item No. 5A)

PSC #	Department	Amount	Type of Services	Type of Approval	Duration
001A-94/95	Controller	17,600	Will assist in analyzing requirements, writing programming specifications	Annual	9/8/95
002A-94/95	Controller	86,400	Technical writing to develop complete project documentation in support of the Employees' Retirement System	Annual	6/30/96
003A-94/95	Controller	29,200	Will Assist in analyzing requirements, writing programming specifications	Annual	10/20/95
004A-94/95	Controller	80,000	Provide technical writing services in support of ISD security policies and procedures, and in production of administrative and training guides.	Annual	6/30/96
005A-94/95	Controller	319,500	Provide expert consultant and technical programming services for the Court Management's System Project	Annual	6/30/96

Item No. 177-95-8 (Cont.)					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
006A-94/95	Controller	96,000	Analysis, design, programming and implementation of major database enhancements and program changes to the existing Retirement System	Annual	6/30/96
007A-94/95	Controller	29,200	Will assist in analyzing requirements, writing programming specifications	Annual	10/20/95
008A-94/95	Controller	111,360	Analysis, design, programming and implementation of major database enhancements and program changes to the existing Retirement System	Annual	6/30/96
009A-94/95	Controller	119,232	Provides business and systems analysis of the new Benefit Payment System for the Retirement System	Annual	6/30/96
010A-94/95	Controller	96,000	Analysis, design, programming and implementation of major database enhancements and program changes to the existing Retirement System	Annual	6/30/96

Item No. 177-95-8 (Cont.)					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
011A-94/95	Controller	80,000	Provide systems software support services	Annual	6/30/96
012A-94/95	Electricity and Telecommunications	1,000,000	Conduct and prepare users needs analysis; prepare biddable, functional, performance, and technical specifications for citywide 800 MHz radio system with 911-related functions	Annual	3 1/2 years
013A-94/95	Public Health	234,596	Operate a street-based needle exchange program with goal of preventing the spread of HIV	Annual	6/30/96
014A-94/95	Public Health	55,578	AIDS prevention services focused on gay/bisexual Latino men	Annual	6/30/96
015A-94/95	Public Health	76,531	AIDS prevention workshops and follow-up studies for Latino gay/ bisexual men	Annual	6/30/96
016A-94/95	Public Health	80,403	Provide health education, risk reduction and prevention case management services to gay and bisexual men of all ethnicities who are at risk to HIV infection.	Annual	6/30/96

Item No. 177-95-8 (Cont.)					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
017A-94/95	Public Health	133,940	Will provide HIV/AIDS prevention education and risk reduction information to gay/bisexual Asian/Pacific Islander men	Annual	6/30/96
018A-94/95	Public Health	53,082	Will provide AIDS/HIV information to women (primarily of color)	Annual	6/30/96
019A-94/95	Public Health	2,038,629	Will provide coordinated HIV/AIDS, health and prevention education services through a collaboration of service providers	Annual	6/30/96
020A-94/95	Public Health	1,160,876	Will provide coordinated HIV, AIDS, health and prevention education services through a collaboration of service providers	Annual	6/30/96
021A-94/95	Public Health	28,380	Provide money management/probate conservatorship services to low income symptomatic HIV-positive residents of San Francisco	Annual	6/30/96
022A-94/95	Public Health	12,265	Provide blinded testing of intravenous drug users (IVDUs) in San Francisco	Annual	6/30/96

Item No. 177-95-8 (Cont.)					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
023A-94/95	Public Health	500,000 (per yr)	Provide case management services including money management information and referral, and client advocacy	Annual	6/30/99
024A-94/95	Public Health	150,000 (per yr)	Provide counseling and social service referrals to families and individuals experiencing stress resulting from the loss of a love one to an act of violence	Annual	6/30/99
025A-94/95	Public Health	65,000 (per yr)	Provide updated information and referral services about Chronic Fatigue Immune Dysfunction Syndrome (CFIDS)	Annual	6/30/99
026A-94/95	Public Health	20,000 (per yr)	Provide transcription services in the form of medical reports, evaluations, and pediatric reviews for children that are enrolled in therapy programs of California Children Services	Annual	6/30/99

Item No. 177-95-8 (Cont.)					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
027A-94/95	Public Health	25,000 (per yr)	Provide breast health mammography services and interpretation of x-rays	Annual	6/30/99
028A-94/95	Public Health	6,000 (per yr)	Provide on-call sign-language interpretation to the deaf and blind clients of CPHC	Annual	6/30/99
029A-94/95	Public Health	510,000 (per yr)	Provide counseling and support services to the homeless	Annual	6/30/99
030A-94/95	Public Health	13,000 (per yr)	Provide podiatry services to homeless individuals	Annual	6/30/99
031A-94/95	Public Health	167,000	Develop a community outreach program to provide patient assistants at SFGH	Annual	1 year
032A-94/95	Public Works	7,600	Provide expert technical consultation in a specialized area of microbiology	Annual	6/30/96
033A-94/95	Public Works	45,000	Provide identification and location of underground utilities at various street locations	Annual	1 year
034A-94/95 <i>Over to mtg of 4/17/95 at request of Local 790</i>	Public Works	245,000	Key punching and data processing services	Annual	6/30/96

Item No. 177-95-8 (Cont.)					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
035A-94/95	Public Works	50,000	Provide environmental monitoring staff, and construction management support for various types of engineering work	Annual	1 year
036A-94/95	Public Works	25,000	Provide special investigations, expert management study, consulting, and report services	Annual	1 year
037A-94/95	Public Works	140,000	Identify (PAHs), (PCBs), in the City and develop a pollution prevention plan targeted at the pollutants	Annual	6/30/96
038A-94/95	Public Works	12,000 (per yr)	As-needed laboratory testing metallurgical analysis of material, chemical analysis of soil, identifying unknown substances, etc.	Annual	6/30/97
039A-94/95	Public Works	25,000	As-needed laboratory Analyses Analysis of samples containing asbestos and lead	Annual	2 years

Item No. 177-95-8 (Cont.)					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
040A-94/95	Public Works	45,000	Coordinate with the other seven Bay Area Counties in the Bay Area Storm Water Management Agencies Association to inform the public about the origins and cause of urban storm water pollution	Annual	6/30/96
041A-94/95	Public Works	4,000	Develop a geographical information system; evaluation model to determine the effectiveness of targeted dry weather and storm water pollution	Annual	3/30/96
042A-94/95	Public Works	50,000	Eliminate priority pollutions from industrial and commercial storm water sources entering the City's sewerage system	Annual	6/30/96
043A-94/95	Public Works	35,000	Implement a program to reduce the amount of mercury discharged from hospitals, dental facilities and other significant commercial sources	Annual	6/30/96

Item No. 177-95-8 (Cont.)					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
044A-94/95	Public Works	3,000	Maintain personal computers and peripherals, including word processors	Annual	6/30/96
045A-94/95	Public Works	40,000	Assist the City and County of SF to obtain future funding for CSO wastewater reclamation, wastewater treatment and other capital facilities	Annual	6/30/96
046A-94/95	Public Works	24,000	Provides expert technical consultation in the specialized areas of corrosion control and repair of materials used in wastewater treatment facilities	Annual	2 years
047A-94/95	Public Works	85,000 (per yr)	Prepares models, both physical and computer models, to determine how rainfall and daily diurnal sewage impact the wastewater facilities and how we need to adjust operations of the facilities	Annual	3 years

Item No. 177-95-8 (Cont.)					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
048A-94/95	Public Works	100,000 (per yr)	Assistance on permit appeal which is now before the State, analysis of issues related to joint wet and dry weather discharged permits for the west side.	Annual	3 years
049A-94/95	Public Works	50,000 (per yr)	Make program changes to the Elke Maintenance Management System	Annual	1 year
050A-94/95	Public Works	20,000	Scheduled spectro chemical and physical testing of fuel and petroleum products and provide written reports	Annual	1 year
051A-94/95	Public Works	20,000 (per yr)	Hire Appintec for a continuation of programming support for the Elke Maintenance Management program	Annual	1 year
052A-94/95	Public Works	90,000 (per yr)	Sediment and toxicity analysis for the Bay Protection and Toxic Clean Up Program	Annual	3 years

Item No. 177-95-8 (Cont.)					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
053A-94/95	Public Works	69,466	Provide management training and consultation to include work-place diversity, strengthening trust, developing talent, leadership and work relationships	Annual	1 year
003C-94/95	Public Health	120,000	Provide 24-hour, 7 days a week back-up transportation service to DMSF clients needing lower or higher levels of care	Continuing	6/30/99
004C-94/95	Public Health	2,000,000 (per yr)	Program will reimburse residential care facility operators for providing supplemental services to mentally disordered residential clients	Continuing	6/30/99
005C-94/95	Public Health	65,000 (per yr)	Independent staffing services to conduct the business of the legislatively mandated Advisory Board to the Board of Supervisors and the County Alcohol and Drug Program Administrator	Continuing	6/30/99

Item No. 177-95-8 (Cont.)					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
006C-94/95	Public Health	4,500,000 (per yr)	Provides crisis intervention, an array of outpatient, partial day and outreach services	Continuing	6/30/99
007C-94/95	Public Health	4,000,000 (per yr)	Provides a continuum of residential treatment and continuing care programs for adults with major psycho-social disorders	Continuing	6/30/99
008C-94/95	Public Health	650,000 (per yr)	Provide 24-hour psychiatric skilled nursing care services and partial day treatment to CMHS patients who do not require acute 24-hour care	Continuing	6/30/99
009C-94/95	Public Health	125,000 (per yr)	Provide culturally sensitive and therapeutic environment for the delivery of social adult day health care services for individuals with AIDS	Continuing	6/30/99
010C-94/95	Public Health	450,000 (per yr)	Provide methadone maintenance counseling and adjunct medical referral services to opiate addicted persons who are at risk for exposure to or transmission of HIV	Continuing	6/30/99

Item No. 177-95-8 (Cont.)					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
011C-94/95	Public Health	400,000 (per yr)	San Francisco County will participate in a regional program with 11 Bay Area Counties for skilled nursing facilities care and Program for Organic Brain Syndrome	Continuing	6/30/99
012C-94/95	Public Health	175,000 (per yr)	Provides substance abuse prevention, education, information, referral and HIV testing and training services to persons who are at risk for exposure to or transmission of HIV	Continuing	6/30/99
013C-94/95	Public Health	250,000 (per yr)	Provides "sober living" services to parolees in Calif's criminal justice system who require an alcohol and drug free environment to maintain sobriety	Continuing	6/30/99
018R-94/95	Airports	75,000	Provides an SFO hotline to airport passengers and employees with comprehensive ground transportation information on an on-going basis	Regular	3/31/96

Item No. 177-95-8 (Cont.)					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
019R-94/95	Airports	8,184,000	South Terminal will be remodeled to provide a new mezzanine with elevators, escalators, and stairs to baggage and ticketing levels	Regular	12/31/98
020R-94/95	District Attorney FSB	144,000	Provide operational services and coordinate distribution of materials to all user counties in consideration for reimbursement to SF	Regular	6/30/96
021R-94/95 <i>Off calendar at the request at the Dept. of Human Resources</i>	Public Transportation	300,000 (A)	Outside automotive repair of transit vehicles for fire, accident and structural damage	Regular	2 years
022R-94/95	Public Works	100,000	Provide as-needed geotechnical engineering services which include field investigation and evaluation of rockfalls/land-slides	Regular	8/1/97

Item No. 177-95-8 (Cont.)					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
023R-94/95	Public Works	150,000	Provide professional engineers services associated with the fire protection and life safety upgrade of Laguna Honda Hospital	Regular	2 years

Speakers Pro: Gary King, Department of Human Resources
 James Horan, Department of Public Works
 Con: Linda Jofuku, Local 21

Action: 1. PSC# 021R-94/95 off calendar at the request of the Department of Human Resources
 2. PSC# 034A-94/95 over to the meeting of April 17, 1995 at the request of Local 790
 3. Adopt remaining Human Resources Director's report; notify the offices of the Controller and the Purchaser

0179-95-5 Appeal of the decision of the Executive Officer to reject as untimely the appeal of background rejection for Deputy Sheriff (Class 8304) by Morrigan Rae O'Neil (Item No. 6D)

Speakers: Pro: Margarita Zamora, Civil Service Commission
 Con: Morrigan Rae O'Neil

Action: Grant appeal of Morrigan Rae O'Neil; accept appeal of background rejection as timely, notify the Sheriff.

0180-95-5 Proposed amendment to Civil Service Commission Rule 5 - General Hearing and Meeting Procedure, Section 5.07 - Reconsideration of Commission Action (Item No. 5E)

Speakers: None

Action: Post for adoption at the meeting of April 17, 1995.

181-95-5

COMMISSIONERS'S NEW BUSINESS

From the Civil Service Commission Rules Revision Committee:

Proposed amendment to the Civil Service Commission Rules by deleting the following Civil Service Commission Rules: (Item No. 8A)

Rule 9B -	Promotional Examination for Employees on Military Leave
Rule 18 -	Employee Relations - Grievance Procedure
Rule 23 -	Standing and Special Committees
Rule 24 -	Apprenticeship Program
Rule 27 -	Temporary Exchanges for Training Purposes
Rule 28 -	Employee Training Reimbursement Program
Rule 30 -	Personnel Service Records
Rule 31 -	Overtime
Appendix I,	
Rule 9D-	Promotional Examination for Employees on Military Leave (Item No. 8A)

Speakers: None

Action: Post for action at the meeting of June 5, 1995 with deletions effective July 1, 1995; refer to the Department of Human Resources Employee Relations Division for determination and completion of meet and confer or consultation obligations.

HUMAN RESOURCES DIRECTOR'S REPORT

None

EXECUTIVE OFFICER'S REPORT

None

REQUESTS TO SPEAK

None

ADJOURNMENT

5:36 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

A G E N D A

Regular Meeting
of
April 17, 1995

2:00 p.m.

Room 428

Veterans Building, 401 Van Ness Avenue

Order of Business

PART I - 2:00 p.m.

1. CALL TO ORDER AND COMMISSION ROLL CALL
2. MINUTES
3. ANNOUNCEMENTS
4. CONSENT AGENDA
5. SPECIAL PRESENTATION BY THE DIRECTOR, HUMAN RIGHTS COMMISSION

PART II - 2:30 p.m.

6. APPEALS OF BACKGROUND REJECTION FOR POLICE OFFICER

PART III - 3:00 p.m.

7. EMPLOYEE SEPARATIONS
8. COMMISSIONERS'S NEW BUSINESS AND REPORTS
9. REQUESTS TO SPEAK
10. ADJOURNMENT

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COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

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A person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission without completing a Request form. These speakers will be heard following the speakers with a Request form.

In either case, speakers are not required to identify themselves or provide identifying information.

Maximum time allowed each speaker is three (3) minutes. Total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

The Civil Service Commission normally meets in Room 428, Veterans Building, 401 Van Ness Avenue. However, meetings not held in this room are conducted in the Civic Center Area.



The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 1/2 blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.



The following services are available on request 72 hours prior to the meeting: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Civil Service Commission Executive Officer's Office at 554-4747 to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Notice

As provided in the San Francisco Sunshine Ordinance, Civil Service Commission Meetings are tape-recorded. These tape recordings are available for public review starting on the day after the Commission meeting in Room 304 Veterans Building, 401 Van Ness Avenue. Recordings will be retained for a minimum of ten (10) business days.

**City and County of San Francisco
Civil Service Commission**

**Agenda for Regular Meeting
April 17, 1995**

PART I - 2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND COMMISSION ROLL CALL

(2) MINUTES

Regular Meeting of April 3, 1995

(3) ANNOUNCEMENTS

A. Announcement of changes to agenda

B. Executive Session, April 17, 1995

C. Other announcements

(4) CONSENT AGENDA (ITEMS 4A THROUGH 4D)

All matters listed on the Consent Agenda are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Agenda and considered as a separate item.

**(4A) Review of requests for approval of proposed personal services contracts
(File No. 177-95-8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
034A-94/95	Public Works	245,000	Key punching and data processing services	Annual	6/30/96

April 3, 1995: PSC# 034A-94/95 over to the meeting of April 17, 1995 at the request of Local 790

Recommendation: Adopt Human Resources Director's Report; notify the offices of the Controller and the Purchaser

**(4B) Review of requests for approval of proposed personal services contracts
(File No. 210-95-8)**

PSC #	Department	Amount	Type of Services	Type of Approval	Duration
054A-94/95	Public Works	10,000	Recruitment of minority and female engineering students as part of the Bureau of Engineering Affirmative Action Outreach Program	Annual	1 year
024R-94/95	Controller	103,9000	Design, code, test, implement and document IDMS/ADSO and batch COBOL programs to specification for the DA/FSB's C.A.S.E.S. system	Regular	6/30/96
25R-94/95	Controller	103,900	Design, code, test, implement and document IDMA/ADSO and batch COBOL programs to specification for the DA/FSB's C.A.S.E.S. system	Regular	6/30/96

Recommendation: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser

(4C) Proposed amendment to Civil Service Commission Rule 5 - General Hearing and Meeting Procedure, Section 5.07 - Reconsideration of Commission Action (File No. 180-95-5)

April 3, 1995: Post for adoption at the meeting of April 17, 1995.

Recommendation: Adopt

(4D) Donald R. Ramirez, Police Officer (Class Q-2), San Francisco Police Department (File No. 213-95-7)

Recommendation: Over to May 1, 1995 at the request of the Police Officer's Association

(5) SPECIAL PRESENTATION

Special Presentation on the City's Minority-Owned, Woman-Owned, Local Economically Disadvantaged Business Enterprise Program (MBE, WBE, LBE Ordinance) by the Director, Human Rights Commission

PART II - 2:30 P.M.

(6) APPEALS OF BACKGROUND REJECTION FOR POLICE OFFICER (CLASS Q-2)

- (6A) William B. Pon (File No. 1053-94-4)
- (6B) Kathey E. Williams (File No. 1059-94-4)
- (6C) Karen Moy (File No. 1067-94-4)
- (6D) John D. Kerr (File No. 0104-95-4)
- (6E) Serena Bolanos (File No. 397-94-4)
- (6F) Katherine Gaskill (File No. 1070-94-4)
- (6G) Brian Madden (File No. 1063-94-4)

Recommendation on Items 6A through 6G:

Deny appeal; sustain the decision of the Chief of Police

PART II - 3:00 p.m.

(7) EMPLOYEE SEPARATIONS

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(7A) Nancy Chin, Account Clerk (Class 1630) Airports Commission (File No. 212-95-7)

Recommendation of the Airports Commission:

Approve separation; future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service; no future employment with the Airports Commission

RESIGNATION - SERVICES UNSATISFACTORY

- (7B) Glister Cooper, Transit Operator (Class 9163) Department of Public Transportation- Municipal Railway, (File No. 214-95-7)**

Recommendation of the Department of Public Transportation:

Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service; no future employment with the Department of Transportation

(8) COMMISSIONERS'S NEW BUSINESS AND REPORTS

- (8A) COMMISSIONERS'S NEW BUSINESS**

- (8B) HUMAN RESOURCES DIRECTOR'S REPORT**

1. Americans with Disabilities Act (ADA) Ordinance and Procedures
2. Government at the Crossroads: A position paper and action plan for the Citywide classification/class consolidation/compensation study

- (8C) EXECUTIVE OFFICER'S REPORT**

(9) REQUESTS TO SPEAK

- (10) ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MINUTES

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of
April 17, 1995

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ALBERT C. WALKER
EXECUTIVE OFFICER

Room 428

Veterans Building, 401 Van Ness Avenue

TIME CONVENED

2:24 p.m.

ROLL CALL

Present: Commissioner Clopton
Commissioner Kosturos
Commissioner Munson
Commissioner Pon
Commissioner Rios

MINUTES

Regular Meeting of April 3, 1995

Action: Adopt

ANNOUNCEMENTS

The Civil Service Commission held a Special Meeting in Executive Session (closed session) on Monday, April 17, 1995, at 1:00 p.m. in Room 304A Veterans Building to consult with the City Attorney on a matter with substantial likelihood of litigation. The Executive Session recessed and reconvened after the regular meeting to confer with the City's Labor Negotiator. Present were Commissioners Clopton, Kosturos, Munson, Pon, and Rios. The Commissioners consulted with the labor negotiator and conferred with the City Attorney.

397-94-4 Serena Bolanos, Appeal of Background Rejection for Police Officer (Class Q-2) (Item 6E)

Action: Adopt staff report; deny appeal; sustain the decision of the Chief of Police

1053-94-4 William B. Pon, Appeal of Background Rejection for Police Officer (Class Q-2) (Item No. 6A)

Action: Over to May 1, 1995; pending completion of another component of the examination process

1059-94-4 Kathey E. Williams, Appeal of Background Rejection for Police Officer (Class Q-2 (Item No. 6B))

Action: Off calendar; pending completion of another component of the examination process

1063-94-4 Brian Madden, Appeal of Background Rejection for Police Officer (Class Q-2) (Item No. 6G)

Action: Off calendar; pending completion of another component of the examination process

1067-94-4 Karen Moy, Appeal of Background Rejection for Police Officer (Class Q-2) (Item No. 6C)

Action: Off calendar; appeal withdrawn

1070-94-4 Katherine Gaskill, Appeal of Background Rejection for Police Officer (Class Q-2) (Item No. 6F)

Action: Grant appeal

104-95-4 John D. Kerr, Appeal of Background Rejection for Police Officer (Class Q-2) (Item No. 6D)

Action: Off calendar; pending completion of another component of the examination process

177-95-8 Review of requests for approval of proposed personal services contracts (Item No. 4A)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
034A-94/95	Public Works	245,000	Key punching and data processing services	Annual	6/30/96

Speakers: Pro: Jim Horan, DPW
 Jaime Flores-Lovo, DPW
 Con: Dave Gabler, SEIU

April 3, 1995: PSC# 034A-94/95 over to the meeting of April 17, 1995 at the request of Local 790

Action: Adopt Human Resources Director's Report; notify the offices of the Controller and the Purchaser

180-95-5 Proposed amendment to Civil Service Commission Rule 5 - General Hearing and Meeting Procedure, Section 5.07 - Reconsideration of Commission Action (Item No. 4C)

Speakers: None

April 3, 1995: Post for adoption at the meeting of April 17, 1995.

Action: Adopt

210-95-8 Review of requests for approval of proposed personal services contracts (Item No. 4B)

PSC #	Department	Amount	Type of Services	Type of Approval	Duration
054A-94/95	Public Works	10,000	Recruitment of minority and female engineering students as part of the Bureau of Engineering Affirmative Action Outreach Program	Annual	1 year
024R-94/95	Controller	103,900	Design, code, test, implement and document IDMS/ADSO and batch COBOL programs to specification for the DA/FSB's C.A.S.E.S. system	Regular	6/30/96
25R-94/95	Controller	103,900	Design, code, test, implement and document IDMA/ADSO and batch COBOL programs to specification for the DA/FSB's C.A.S.E.S. system	Regular	6/30/96

Speakers: Pro: Jim Horan, DPW, PSC# 054A-94/95
Maria Gartner, Controller, PSC# 024R-94/95
and 025R-94/95
Lillian Chow, Controller, PSC# 024R-94/05
and 025R-94/95
Con: Linda Jofuku, Local 21

Action: Over to May 1, 1995, at the direction of the Civil Service Commission

212-95-7 Nancy Chin, Account Clerk (Class 1630) Airports Commission (Item No. 7A)

Action: Off calendar at the request of the Department of Human Resources

213-95-7 Donald R. Ramirez, Police Officer (Class Q-2), San Francisco Police Department (Item No. 4D)

Action: Over to May 1, 1995 at the request of the Police Officer's Association

214-95-7 Glister Cooper, Transit Operator (Class 9163) Department of Public Transportation- Municipal Railway, (Item No. 7B)

Action: Dismiss from City and County Service; future employment subject to review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service; no future employment with the Department of Transportation

250-95-1 Special Presentation on the City's Minority-Owned, Woman-Owned, Local Economically Disadvantaged Business Enterprise Program (MBE, WBE, LBE Ordinance) by the Director, Human Rights Commission (Item No. 5)

Speaker: Edmund Lee, Director, Human Rights Comm.

Action: Report presented

COMMISSIONERS'S NEW BUSINESS

None.

HUMAN RESOURCES DIRECTOR'S REPORT

Off calendar.

EXECUTIVE OFFICER'S REPORT

Report presented concerning request for comment from the Board of Supervisors concerning proposed new Charter.

Action: Executive Officer to prepare comments for the Civil Service Commission's approval at the meeting of May 1, 1995.

REQUESTS TO SPEAK

None

ADJOURNMENT

3:56 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

A G E N D A

Regular Meeting

of

May 1, 1995

2:00 p.m.

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Order of Business

PART I - 2:00 p.m.

1. CALL TO ORDER AND COMMISSION ROLL CALL
2. MINUTES
3. ANNOUNCEMENTS
4. CONSENT AGENDA
5. REGULAR BUSINESS

PART II - 3:00 p.m.

6. EMPLOYEE SEPARATIONS
7. COMMISSIONERS'S NEW BUSINESS AND REPORTS
8. REQUESTS TO SPEAK
9. ADJOURNMENT

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Maximum time allowed each speaker is three (3) minutes. Total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

The Civil Service Commission normally meets in Room 428, Veterans Building, 401 Van Ness Avenue. However, meetings not held in this room are conducted in the Civic Center Area.



The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 1/2 blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.



The following services are available on request 72 hours prior to the meeting: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Civil Service Commission Executive Officer's Office at 554-4747 to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Notice

As provided in the San Francisco Sunshine Ordinance, Civil Service Commission Meetings are tape-recorded. These tape recordings are available for public review starting on the day after the Commission meeting in Room 304 Veterans Building, 401 Van Ness Avenue. Recordings will be retained for a minimum of ten (10) business days.

**City and County of San Francisco
Civil Service Commission**

**Agenda for Regular Meeting
May 1, 1995**

PART I - 2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND COMMISSION ROLL CALL

(2) MINUTES

Regular Meeting of April 17, 1995

(3) ANNOUNCEMENTS

A. Announcement of changes to agenda

B. Executive Session, April 26, 1995

C. Other announcements

(4) CONSENT AGENDA (ITEMS 4A THROUGH 4I)

All matters listed on the Consent Agenda are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Agenda and considered as a separate item.

**(4A) Review of requests for approval of proposed personal services contracts
(File No. 0270 -95-8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
055A-94/95	Controller	65,370	Provide expert professional technical writing services in the preparation of payroll manuals, procedures and bulletins	Annual	6/30/96
014C-94/95	Public Health	418,787	Provide volunteer intensive emotional and practical support services; van service available for transportation to and from medical and medically related appointments	Continuing	6/30/96

Item 5A, File No. 0270-95-8 (Cont).					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
015C-94/95	Public Health	754,418	Provide assistance in the form of third party housing grants and funds to increase the capacity to provide these grants to low income San Francisco residents with AIDS or disabling HIV disease.	Continuing	6/30/96
016C-94/95	Public Health	101,231	Provide telephone emotional support, crisis intervention, information and referrals to people with concerns about HIV/AIDS during night time hours	Continuing	6/30/96
017C-94/95	Public Health	282,477	Provide supportive housing with substance abuse counseling to African American women with HIV	Continuing	6/30/96
018C-94/95	Public Health	305,465	Provide supportive housing services to African American with HIV infection	Continuing	6/30/96
019C-94/95	Public Health	517,056	Provide substance abuse detoxification services at SFGH including narcotics detoxification	Continuing	6/30/96
020C-94/95	Public Health	86,231	Provide respite child care services and preparation/ implementation of summer day camp activities to families living with HIV/AIDS	Continuing	6/30/96
021C-94/95	Public Health	1,318,731	Provide substance abuse treatment services in residential setting and at treatment sites for HIV+ persons including lesbians, bisexual women, African American men and women	Continuing	6/30/96
022C-94/95	Public Health	1,490,027	Provide residential substance abuse services, detoxification drug treatment (individual, group, and family counseling) and after care services	Continuing	6/30/96
023C-94/95	Public Health	493,188	Provide residential substance abuse detoxification and recovery beds to HIV positive persons, targeting homeless and indigent adults	Continuing	6/30/96
024C-94/95	Public Health	57,058	Provide residential hospice services for persons with AIDS	Continuing	6/30/96

Item 5A, File No. 0270-95-8 (Cont).					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
025C-94/95	Public Health	771,047	Provide a 24-hour residential dementia care program for HIV positive individuals with a moderate level of AIDS-related dementia	Continuing	6/30/96
026C-94/95	Public Health	314,117	Provide psychosocial support and psychotherapeutic services to Latinos/Latinas with symptomatic HIV disease and AIDS	Continuing	6/30/96
027C-94/95	Public Health	272,932	Provide emotional support group for African American men with HIV disease	Continuing	6/30/96
028C-94/95	Public Health	83,597	Provide peer-based psychosocial support, client advocacy, group and one-on-one counseling sessions to young people with HIV	Continuing	6/30/96
029C-94/95	Public Health	216,321	Provide psychiatric evaluations, crisis intervention and mental health services for dual diagnosed persons with HIV disease	Continuing	6/30/96
030C-94/95	Public Health	347,219	Provide primary care services in the form of augmented gynecological medical treatment, social work and nutritional counseling services	Continuing	6/30/96
031C-94/95	Public Health	165,687	Provide outpatient substance abuse counseling services to HIV-infected gay and bisexual men, with a specific focus on Latinos and younger men	Continuing	6/30/96
032C-94/95	Public Health	245,351	Provide early intervention psychosocial counseling and support group services to low income and lesbian and gay clients, their families, partner and other members of their support group.	Continuing	6/30/96
033C-94/95	Public Health	398,246	Provide on-site case management client services and peer counseling for indigent persons with AIDS and disabling HIV disease living in the Ambassador Hotel and in the Tenderloin District of San Francisco	Continuing	6/30/96

Item 5A, File No. 0270-95-8 (Cont).					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
034C-94/95	Public Health	186,063	Provide nutritional counseling, treatment and clinical trials advocacy to Latina/Latino clients with HIV	Continuing	6/30/96
035C-94/95	Public Health	68,960	Provide money management services, including representative payee services, to low income symptomatic HIV-positive residents of SF	Continuing	6/30/96
036C-94/95	Public Health	888,634	Provide psychiatric evaluation and consultation services to persons with AIDS or disabling HIV disease who have neuropsychiatric complications	Continuing	6/30/96
037C-94/95	Public Health	366,973	Provide mental health services and outpatient substance abuse treatment to African American, Latina and Lesbian/bisexual women	Continuing	6/30/96
038C-94/95	Public Health	771,317	Provide residential substance abuse treatment, therapy, psychiatric assessment and crisis intervention targeting people of color and/or gay men to AIDS/HIV disease	Continuing	6/30/96
039C-94/95	Public Health	111,687	Provide mental health services outreach peer counseling, psychosocial support, advocacy and referral, and interpreter services to deaf and/or hearing impaired persons with HIV disease	Continuing	6/30/96
040C-94/95	Public Health	316,734	Provide psychiatric assessment to ambulatory and home bound persons with AIDS/disabling HIV disease	Continuing	6/30/96
041C-94/95	Public Health	203,148	Provide broad based management training and focused technical assistance to improve the management, planning and resource development capabilities of nonprofit organizations delivering HIV-related services	Continuing	6/30/96
042C-94/95	Public Health	368,296	Provide HIV-related legal services, effective advocacy and advice to low income persons with HIV disease	Continuing	6/30/96

Item 5A, File No. 0270-95-8 (Cont).					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
043C-94/95	Public Health	107,317	Provide legal consultation and representation services, with outreach, to low income HIV positive immigrants, refugees and people of color residing in SF	Continuing	6/30/96
044C-94/95	Public Health	14,630	Create an integrated vision-enhancement program for matching people with HIV to visual aids and training them to use these aids	Continuing	6/30/96
045C-94/95	Public Health	347,219	Provide primary medical care services in the form of integrated clinical women's and children's services	Continuing	6/30/96
046C-94/95	Public Health	1,397,194	Provide supportive housing, substance abuse treatment services, and after care substance abuse recovery services	Continuing	6/30/96
047C-94/95	Public Health	774,368	Provide treatment information and advocacy for people of color, individuals with low literacy and housing subsidies	Continuing	6/30/96
048C-94/95	Public Health	156,750	Provide housing counseling, referral, placement and rental assistance to low income people with AIDS/HIV disease at risk of homelessness	Continuing	6/30/96
049C-94/95	Public Health	1,570,261	Provide housing assistance services including augmented rental assistance, comprehensive case management, and referrals toward the acquisition and maintenance of independent housing	Continuing	6/30/96
050C-94/95	Public Health	2,530,278	Provide a home health care team to provide home care and hospice services in a Tenderloin residential hotel	Continuing	6/30/96
051C-94/95	Public Health	83,763	Provide training in basic home-care skills to primary care givers of people with AIDS	Continuing	6/30/96
052C-94/95	Public Health	162,558	Provide HIV screening, monitoring and gynecological health care for women with HIV disease	Continuing	6/30/96

Item 5A, File No. 0270-95-8 (Cont).					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
053C-94/95	Public Health	202,271	Provide housing subsidies, representative payee and money management services to individuals with HIV/AIDS, specifically targeting HIV+ persons in the Native American Community	Continuing	6/30/96
054C-94/95	Public Health	196,565	Provide early intervention primary medical care and gynecological care to women with HIV	Continuing	6/30/96
055C-94/95	Public Health	1,338,758	Provide daily hot meals, supplementary grocery distribution services (AIDS Food Bank), nutritional assessments and monitor health status for persons with HIV disease	Continuing	6/30/96
056C-94/95	Public Health	193,174	Provide emergency food boxes and will solicit and purchase bulk liquid supplement to be distributed to other HIV food service providers	Continuing	6/30/96
057C-94/95	Public Health	1,213,019	Provide comprehensive oral health care to HIV-positive individuals who are not able to obtain needed treatment due to financial hardship	Continuing	6/30/96
058C-94/95	Public Health	283,265	Provide acupuncture and herbal medicine services for persons with HIV disease who are uninsured or under-insured.	Continuing	6/30/96
059C-94/95	Public Health	357,911	Provide acupuncture and herbal prescriptions to low income and/or indigent persons with symptomatic HIV disease	Continuing	6/30/96
060C-94/95	Public Health	112,975	Provide case management services and conduct HIV family support groups for AFDC and other low-income HIV affected families with children	Continuing	6/30/96
061C-94/95	Public Health	134,216	Provide case management services and conduct HIV family support groups to HIV positive gay/bisexual men and transgender persons with a history of substance abuse	Continuing	6/30/96

Item 5A, File No. 0270-95-8 (Cont).					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
062C-94/95	Public Health	245,191	Provide comprehensive and culturally appropriate case management, brokerage case management, crisis intervention/mental health services, practical/emotional support services and traditional Native American medicine to Native Americans with HIV disease	Continuing	6/30/96
063C-94/95	Public Health	242,569	Provide case management, advocacy and volunteer based emotional and practical support services to HIV+ Asian/Pacific Islanders living in San Francisco	Continuing	6/30/96
064C-94/95	Public Health	237,269	Provide case management services to women, Latinas and their families	Continuing	6/30/96
065C-94/95	Public Health	127,301	Provide brokerage case management media outreach targeting people of color and face-to-face/telephone translation services to HIV infected Filipino residents of SF	Continuing	6/30/96
066C-94/95	Public Health	890,307	Provide brokerage case management, medical services and social support services to symptomatic and asymptomatic HIV+ individuals from low income communities and/or from communities of color	Continuing	6/30/96
067C-94/95	Public Health	116,254	Provide brokerage case management to HIV+ men, women, children of all ages with emphasis on the homeless, substance abusers and transgender/transsexual/transvestites.	Continuing	6/30/96
068C-94/95	Public Health	219,290	Provide Social Security and employment benefits eligibility counseling services for persons with HIV/AIDS	Continuing	6/30/96
069C-94/95	Public Health	37,037	Provide individual counseling low-vision support groups, orientation and mobility services, training in adaptive aides, and recreational activities to persons with AIDS related Cytomegalovirus (CMV) retinitis	Continuing	6/30/96

Item 5A, File No. 0270-95-8 (Cont).					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
070C-94/95	Public Health	2,933,091	Will maintain a pilot program to decentralize the AIDS Drug Program (ADP) by subcontracting with neighborhood pharmacies and drug wholesalers to provide ADP approved drugs to persons with AIDS in San Francisco	Continuing	6/30/96
071C-94/95	Public Health	517,314	Provide adult day health care services to persons living with HIV	Continuing	6/30/96
072C-94/95	Public Health	210,011	Provide acupuncture and Traditional Chinese medicine for alternative care; recruitment, training and placement of volunteers to provide emotional and practical support to African American persons with HIV and/or substance abuse issues.	Continuing	6/30/96
073C-94/95	Public Health	745,376	Provide 24-hour dementia care and services to persons with moderate to severe AIDS-related dementia	Continuing	6/30/96
074C-94/95	Public Health	564,273	Provide an after care program and psychosocial support services to assist HIV+ homeless and runaway youth in exiting street life	Continuing	6/30/96
075C-94/95	Public Health	350,000	Provide 16 adult beds 365 days a year for a long-term residential treatment services for pregnant/ post-partum women with small children and therapeutic child care for minor children	Continuing	6/30/96
026R-94/95	Airports	14,000,000	Provide civil/ structural/ electrical/ architectural engineering services	Regular	12/31/98
027R-94/95	Airports	1,263,134	Review all Master Plan projects, budgets, designs and coordination on behalf of the airlines and represent them in ensuring that all projects are performed in a timely manner in accordance with the Master Plan time schedules	Regular	6/30/96
028R-94/95	Public Works	2,000,000	Provide management support services for Islais Creek	Regular	12/96

Item 5A, File No. 0270-95-8 (Cont).					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
029R-94/95	Transportation	350,000	Will purchase, fabricate and install enhanced cooling system packages in eighty (80) MAN coaches	Regular	12/31/95

Recommendation: Adopt Human Resources Director's Report; notify the offices of the Controller and the Purchaser

(4B) Review of requests for approval of proposed personal services contracts (File No. 0210-95-8)

PSC #	Department	Amount	Type of Services	Type of Approval	Duration
054A-94/95	Public Works	10,000	Recruitment of minority and female engineering students as part of the Bureau of Engineering Affirmative Action Outreach Program	Annual	1 year
024R-94/95	Controller	103,900	Design, code, test, implement and document IDMS/ADSO and batch COBOL programs to specification for the DA/FSB's C.A.S.E.S. system	Regular	6/30/96
25R-94/95	Controller	103,900	Design, code, test, implement and document IDMA/ADSO and batch COBOL programs to specification for the DA/FSB's C.A.S.E.S. system	Regular	6/30/96

April 17, 1995: Over to the meeting of May 1, 1995, at the direction of the Civil Service Commission

Recommendation: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser.

(4C) Request for temporary exempt status for certain classes in the Office of the Registrar of Voters during election periods (File No. 0271-95-5)

Recommendation: Adopt Human Resource Director's report; authorize the Human Resources Director to review and approve requests to grant temporary exempt status to election workers in the Office of the Registrar of Voters in Classes 1402 Junior Clerk, 1403 Elections Clerk, 1404 Clerk and 1471 Elections Worker during election periods.

(4D) Appeal of Stephen Yu of the Human Resources Director's decision to deny an appointment as Senior Water Chemist (Class 2472) (File No. 0964-94-5)

December 5, 1994: Over to the meeting of January 9, 1995 at Mr. Yu's request

January 9, 1995: Over to the meeting of February 6, 1995 at Mr. Yu's request

February 6, 1995: Over to the meeting of May 1, 1995 at Mr. Yu's request

Recommendation: Over to the meeting of July 17, 1995 at the request of the Department of Human Resources

(4E) Certification of salary survey for Registered Nurse classes (Charter Section 8.403) 1995-96 (File No. 0258-95-3)

Recommendation: Adopt salary survey report; forward to the Board of Supervisors

(4F) Efrain Zuniga, Deputy Sheriff (Class 8304) Sheriff's Department (Item No. 0079-95-7)

February 6, 1995 Over to meeting of March 6, 1995 at the request of Local 3

March 6, 1995 Over to meeting of May 1, 1995 at the request of the Sheriff's Department

Recommendation: Over to the meeting of August 7, 1995 at the request of the Sheriff

(4G) E. Brian Normandy, Police Officer (Class Q-2) San Francisco Police Department (File No. 0887-94-7)

November 21, 1994: Over to the meeting of December 5, 1994, at the request of Mr. Normandy's attorney

December 5, 1994: Over to the meeting of January 9, 1995 at the request of Mr. Normandy's attorney

January 9, 1995: Over to the meeting of February 6, 1995 at the request of Mr. Normandy's attorney

February 6, 1995: Over to the meeting of May 1, 1995 at the request of Mr. Normandy's attorney

Recommendation: Over to the meeting of August 7, 1995 at the request Mr. Normandy's representative

(4H) Review of requests for approval of proposed personal services contracts (File No. 0273-95-8)

PSC #	Department	Amount	Type of Services	Type of Approval	Duration
030R-94/95	Chief Administrative Officer	155,000	Design and implement public information campaigns to increase residents' participation in SF's curbside and apartment recycling program; to increase participation in commercial recycling program; and to increase awareness about waste reduction, composting, and hazardous waste disposal and minimization among SF residents	Regular	1 year

Recommendation: Adopt Human Resources Director's report, notify the offices of the Controller and the Purchaser

4I) Appeal of Background Rejection for Police Officer by William Pon (Class Q-2) (File No. 1053-94-4)

April 17, 1995: Over to May 1, 1995, pending completion of another component of the examination process

Recommendation: Off calendar; disqualification in another component of the examination process

(5) REGULAR BUSINESS (Items 5A through 5C)

(5A) Request for comment from the Board of Supervisors concerning proposed amendment (Second Draft) to repeal the 1932 Charter and to enact a new Charter (File No. 0281-95-3)

Recommendation: Adopt staff report; notify the Board of Supervisors of the Commission's comments

(5B) Appeal of Background Rejection for Police Officer by Rebecca C. Ebert (Class Q-2) (File No. 0020-95-4)

Recommendation: Deny appeal; sustain the decision of the Chief of Police

(5C) Appeal of Background Rejection for Police Officer by Milton Wong (Class Q-2) (File No. 1061-94-4)

Recommendation: Deny appeal; sustain the decision of the Chief of Police

PART II - 3:00 p.m.

(6) EMPLOYEE SEPARATIONS (Items 6A through 6C)

TERMINATION OF ENTRANCE PROBATIONARY EMPLOYEE

(6A) Roderick T. Skinner, Deputy Sheriff (Class 8304), Sheriff's Department (File No. 0724-94-7)

October 3, 1994: Over to the meeting of December 5, 1994 at the request of Mr. Skinner's attorney

December 5, 1994: Over to the meeting of January 9, 1995, at the request of Mr. Skinner's attorney.

January 9, 1995: Over to the meeting of May 1, 1995, at the request of Mr. Skinner's attorney

Recommendation of the Sheriff:

Dismiss from the City and County Service; no restrictions on future employment

APPEAL OF AUTOMATIC RESIGNATION

(6B) Donald R. Ramirez, Police Officer (Class Q-2), San Francisco Police Department (File No. 0213-95-7)

April 17, 1995: Over to May 1, 1995 at the request of the Police Officers' Association

Recommendation of the San Francisco Police Department:

Deny appeal; approve automatic resignation. Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the San Francisco Police Department.

(6C) Gary Secreto, General Laborer (Class 7514), Department of Public Works (File No. 0274-95-7)

Recommendation of the Department of Public Works:

Deny appeal; approve automatic resignation. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the Department of Public Works.

(7) COMMISSIONERS'S NEW BUSINESS AND REPORTS

(7A) COMMISSIONERS'S NEW BUSINESS

(7B) HUMAN RESOURCES DIRECTOR'S REPORT

(7C) EXECUTIVE OFFICER'S REPORT

(8) REQUESTS TO SPEAK

(9) ADJOURNMENT





CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MINUTES

Regular Meeting

of
May 1, 1995

Room 428,
Veterans Building, 401 Van Ness Avenue

JUAN RIOS
PRESIDENT

KAREN CLOPTON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

ADRIENNE PON
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

TIME CONVENED

2:00 p.m.

ROLL CALL

Present: Commissioner Clopton
Commissioner Kosturos
Commissioner Munson
Commissioner Pon
Absent: Commissioner Rios

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MINUTES

Regular Meeting of April 17, 1995

Action: Adopt

ANNOUNCEMENTS

The Civil Service Commission held a Special Meeting in Executive Session (closed session) on Wednesday, April 26, 1995 at 2:30 p.m. in Room 304A Veterans Building, 401 Van Ness Avenue, to confer with the City's Labor Negotiator. Present were Commissioners Clopton, Kosturos, Munson and Pon. The meeting was recessed to the call of the Chair.

0724-94-7 Roderick T. Skinner, Deputy Sheriff (Class 8304), Sheriff's Department (Item No. 6A)

Speakers: Pro: Lt. Henessey, Sheriff's Department
Con: Sam Cohen, Attorney
Rod Skinner

October 3, 1994: Over to the meeting of December 5, 1994 at the request of Mr. Skinner's attorney

December 5, 1994: Over to the meeting of January 9, 1995, at the request of Mr. Skinner's attorney

January 9, 1995: Over to the meeting of May 1, 1995, at the request of Mr. Skinner's attorney

- Action: Dismiss from the City and County Service; no restrictions on future employment
- 0887-94-7 E. Brian Normandy, Police Officer (Class Q-2) San Francisco Police Department (Item No. 4G)**
- Speakers: None
- November 21, 1994: Over to the meeting of December 5, 1994, at the request of Mr. Normandy's attorney
- December 5, 1994: Over to the meeting of January 9, 1995 at the request of Mr. Normandy's attorney
- January 9, 1995: Over to the meeting of February 6, 1995 at the request of Mr. Normandy's attorney
- February 6, 1995: Over to the meeting of May 1, 1995 at the request of Mr. Normandy's attorney
- Action: Over to the meeting of August 7, 1995 at the request Mr. Normandy's representative
- 0964-94-5 Appeal of Stephen Yu of the Human Resources Director's decision to deny an appointment as Senior Water Chemist (Class 2472) (Item No. 4D)**
- Speakers: None
- December 5, 1994: Over to the meeting of January 9, 1995 at Mr. Yu's request
- January 9, 1995: Over to the meeting of February 6, 1995 at Mr. Yu's request
- February 6, 1995: Over to the meeting of May 1, 1995 at Mr. Yu's request
- Action: Over to the meeting of July 17, 1995 at the request of the Department of Human Resources
- 1053-94-4 Appeal of Background Rejection for Police Officer by William Pon (Class Q-2) (Item No. 4I)**
- Speakers: Con: Katherine Mahoney
Pro: Lt. James Long, S.F. Police Department
- April 17, 1995: Over to May 1, 1995, pending completion of another component of the examination process
- Action: 1. Request to hear matter denied (Vote of 3 to 1: Commissioner Kosturos dissented)
2. Off calendar; disqualified in another component of the examination process

1061-94-4 Appeal of Background Rejection for Police Officer by Milton Wong (Class Q-2) (Item No. 5C)

Speakers: None

Action: Deny appeal; sustain the decision of the Chief of Police
(Mr. Wong failed to appear)

0020-95-4 Appeal of Background Rejection for Police Officer by Rebecca C. Ebert (Class Q-2) (Item No. 5B)

Speakers: None

Action: Deny appeal; sustain the decision of the Chief of Police
(Ms. Ebert failed to appear)

0079-95-7 Efrain Zuniga, Deputy Sheriff (Class 8304) Sheriff's Department (Item No. 4F)

Speakers: None

February 6, 1995 Over to meeting of March 6, 1995 at the request of Local 3

March 6, 1995 Over to meeting of May 1, 1995 at the request of the Sheriff's Department

Action: Over to the meeting of August 7, 1995 at the request of the Sheriff

0210-95-8 Review of requests for approval of proposed personal services contracts (Item No. 4B)

PSC #	Department	Amount	Type of Services	Type of Approval	Duration
054A-94/95 <i>(Over to 5/15/95)</i>	Public Works	10,000	Recruitment of minority and female engineering students as part of the Bureau of Engineering Affirmative Action Outreach Program	Annual	1 year
024R-94/95	Controller	103,900	Design, code, test, implement and document IDMS/ADSO and batch COBOL programs to specification for the DA/FSB's C.A.S.E.S. system	Regular	6/30/96
25R-94/95	Controller	103,900	Design, code, test, implement and document IDMA/ADSO and batch COBOL programs to specification for the DA/FSB's C.A.S.E.S. system	Regular	6/30/96

Speakers: None

April 17, 1995: Over to the meeting of May 1, 1995, at the direction of the Civil Service Commission

Action: 1. Contract 054A-94/95 over to the meeting of May 15, 1995 at the request of the Department of Human Resources

2. Adopt Human Resources Director's report on remaining contracts; notify the offices of the Controller and the Purchaser

0213-95-7 Donald R. Ramirez, Police Officer (Class Q-2), San Francisco Police Department (File No. 6B)

Speakers: Pro: Jerry Akin, S.F. Police Department
Lt. Stasko, S. F. Police Department
Con: Bob Mueller, Police Officers Association
Donald Ramirez

April 17, 1995: Over to May 1, 1995 at the request of the Police Officers' Association

Action: Grant appeal; disapprove automatic resignation. Reinstate to position; Mr. Ramirez to make immediate arrangements with the San Francisco Police Department to return to work.

0258-95-3 Certification of salary survey for Registered Nurse classes (Charter Section 8.403) 1995-96 (Item No. 4E)

Speakers: None

Action: Adopt salary survey report; forward to the Board of Supervisors

0270 -95-8 Review of requests for approval of proposed personal services contracts (File No. 4A)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
055A-94/95	Controller	65,370	Provide expert professional technical writing services in the preparation of payroll manuals, procedures and bulletins	Annual	6/30/96

Item 4A, File 0270-95-8 (Cont.)					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
014C-94/95	Public Health	418,787	Provide volunteer intensive emotional and practical support services; van service available for transportation to and from medical and medically related appointments	Continuing	6/30/96
015C-94/95	Public Health	754,418	Provide assistance in the form of third party housing grants and funds to increase the capacity to provide these grants to low income San Francisco residents with AIDS or disabling HIV disease.	Continuing	6/30/96
016C-94/95	Public Health	101,231	Provide telephone emotional support, crisis intervention, information and referrals to people with concerns about HIV/AIDS during night time hours	Continuing	6/30/96
017C-94/95	Public Health	282,477	Provide supportive housing with substance abuse counseling to African American women with HIV	Continuing	6/30/96
018C-94/95	Public Health	305,465	Provide supportive housing services to African American with HIV infection	Continuing	6/30/96
019C-94/95	Public Health	517,056	Provide substance abuse detoxification services at SFGH including narcotics detoxification	Continuing	6/30/96
020C-94/95	Public Health	86,231	Provide respite child care services and preparation/ implementation of summer day camp activities to families living with HIV/AIDS	Continuing	6/30/96
021C-94/95	Public Health	1,318,731	Provide substance abuse treatment services in residential setting and at treatment sites for HIV+ persons including lesbians, bisexual women, African American men and women	Continuing	6/30/96
022C-94/95	Public Health	1,490,027	Provide residential substance abuse services, detoxification drug treatment (individual group and family counseling) and after care services	Continuing	6/30/96
023C-94/95	Public Health	493,188	Provide residential substance abuse detoxification and recovery beds to HIV positive persons, targeting homeless and indigent adults	Continuing	6/30/96

Item 4A, File No. 0270-95-8 (Cont.)					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
024C-94/95	Public Health	57,058	Provide residential hospice services for persons with AIDS	Continuing	6/30/96
025C-94/95	Public Health	771,047	Provide a 24-hour residential dementia care program for HIV positive individuals with a moderate level of AIDS-related dementia	Continuing	6/30/96
026C-94/95	Public Health	314,117	Provide psychosocial support and psychotherapeutic services to Latinos/Latinas with symptomatic HIV disease and AIDS	Continuing	6/30/96
027C-94/95	Public Health	272,932	Provide emotional support group for African American men with HIV disease	Continuing	6/30/96
028C-94/95	Public Health	83,597	Provide peer-based psychosocial support, client advocacy, group and one-on-one counseling sessions to young people with HIV	Continuing	6/30/96
029C-94/95	Public Health	216,321	Provide psychiatric evaluations, crisis intervention and mental health services for dual diagnosed persons with HIV disease	Continuing	6/30/96
030C-94/95	Public Health	347,219	Provide primary care services in the form of augmented gynecological medical treatment, social work and nutritional counseling services	Continuing	6/30/96
031C-94/95	Public Health	165,687	Provide outpatient substance abuse counseling services to HIV-infected gay and bisexual men, with a specific focus on Latinos and younger men	Continuing	6/30/96
032C-94/95	Public Health	245,351	Provide early intervention psychosocial counseling and support group services to low income and lesbian and gay clients, their families, partner and other members of their support group.	Continuing	6/30/96
033C-94/95	Public Health	398,246	Provide on-site case management client services and peer counseling for indigent persons with AIDS and disabling HIV disease living in the Ambassador Hotel and in the Tenderloin District of San Francisco	Continuing	6/30/96

Item 4A, File No. 0270-95-8 (Cont)					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
034C-94/95	Public Health	186,063	Provide nutritional counseling, treatment and clinical trials advocacy to Latina/Latino clients with HIV	Continuing	6/30/96
035C-94/95	Public Health	68,960	Provide money management services, including representative payee services, to low income symptomatic HIV-positive residents of SF	Continuing	6/30/96
036C-94/95	Public Health	888,634	Provide psychiatric evaluation and consultation services to persons with AIDS or disabling HIV disease who have neuropsychiatric complications	Continuing	6/30/96
037C-94/95	Public Health	366,973	Provide mental health services and outpatient substance abuse treatment to African American, Latina and Lesbian/bisexual women	Continuing	6/30/96
038C-94/95	Public Health	771,317	Provide residential substance abuse treatment, therapy, psychiatric assessment and crisis intervention targeting people of color and/or gay men to AIDS/HIV disease	Continuing	6/30/96
039C-94/95	Public Health	111,687	Provide mental health services outreach peer counseling, psychosocial support, advocacy and referral, and interpreter services to deaf and/or hearing impaired persons with HIV disease	Continuing	6/30/96
040C-94/95	Public Health	316,734	Provide psychiatric assessment to ambulatory and home bound persons with AIDS/disabling HIV disease	Continuing	6/30/96
041C-94/95	Public Health	203,148	Provide broad based management training and focused technical assistance to improve the management, planning and resource development capabilities of nonprofit organizations delivering HIV-related services	Continuing	6/30/96
042C-94/95	Public Health	368,296	Provide HIV-related legal services, effective advocacy and advice to low income persons with HIV disease	Continuing	6/30/96

Item 4A, File No. 0270-95-8 (Cont).					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
043C-94/95	Public Health	107,317	Provide legal consultation and representation services, with outreach, to low income HIV positive immigrants, refugees and people of color residing in SF	Continuing	6/30/96
044C-94/95	Public Health	14,630	Create an integrated vision-enhancement program for matching people with HIV to visual aids and training them to use these aids	Continuing	6/30/96
045C-94/95	Public Health	347,219	Provide primary medical care services in the form of integrated clinical women's and children's services	Continuing	6/30/96
046C-94/95	Public Health	1,397,194	Provide supportive housing, substance abuse treatment services, and after care substance abuse recovery services	Continuing	6/30/96
047C-94/95	Public Health	774,368	Provide treatment information and advocacy for people of color, individuals with low literacy and housing subsidies	Continuing	6/30/96
048C-94/95	Public Health	156,750	Provide housing counseling, referral, placement and rental assistance to low income people with AIDS/HIV disease at risk of homelessness	Continuing	6/30/96
049C-94/95	Public Health	1,570,261	Provide housing assistance services including augmented rental assistance, comprehensive case management, and referrals toward the acquisition and maintenance of independent housing	Continuing	6/30/96
050C-94/95	Public Health	2,530,278	Provide a home health care team to provide home care and hospice services in a Tenderloin residential hotel	Continuing	6/30/96
051C-94/95	Public Health	83,763	Provide training in basic home-care skills to primary care givers of people with AIDS	Continuing	6/30/96
052C-94/95	Public Health	162,558	Provide HIV screening, monitoring and gynecological health care for women with HIV disease	Continuing	6/30/96

Item 4A, File No. 0270-95-8 (Cont).					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
053C-94/95	Public Health	202,271	Provide housing subsidies, representative payee and money management services to individuals with HIV/AIDS, specifically targeting HIV+ persons in the Native American Community	Continuing	6/30/96
054C-94/95	Public Health	196,565	Provide early intervention primary medical care and gynecological care to women with HIV	Continuing	6/30/96
055C-94/95	Public Health	1,338,758	Provide daily hot meals, supplementary grocery distribution services (AIDS Food Bank), nutritional assessments and monitor health status for persons with HIV disease	Continuing	6/30/96
056C-94/95	Public Health	193,174	Provide emergency food boxes and will solicit and purchase bulk liquid supplement to be distributed to other HIV food service providers	Continuing	6/30/96
057C-94/95	Public Health	1,213,019	Provide comprehensive oral health care to HIV-positive individuals who are not able to obtain needed treatment due to financial hardship	Continuing	6/30/96
058C-94/95	Public Health	283,265	Provide acupuncture and herbal medicine services for persons with HIV disease who are uninsured or under-insured.	Continuing	6/30/96
059C-94/95	Public Health	357,911	Provide acupuncture and herbal prescriptions to low income and/or indigent persons with symptomatic HIV disease	Continuing	6/30/96
060C-94/95	Public Health	112,975	Provide case management services and conduct HIV family support groups for AFDC and other low-income HIV affected families with children	Continuing	6/30/96
061C-94/95	Public Health	134,216	Provide case management services and conduct HIV family support groups to HIV positive gay/bisexual men and transgender persons with a history of substance abuse	Continuing	6/30/96

Item 4A, File No. 0270-95-8 (Cont).					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
062C-94/95	Public Health	245,191	Provide comprehensive and culturally appropriate case management, brokerage case management, crisis intervention/mental health services, practical/emotional support services and traditional Native American medicine to Native Americans with HIV disease	Continuing	6/30/96
063C-94/95	Public Health	242,569	Provide case management, advocacy and volunteer based emotional and practical support services to HIV+ Asian/Pacific Islanders living in San Francisco	Continuing	6/30/96
064C-94/95	Public Health	237,269	Provide case management services to women, Latinas and their families	Continuing	6/30/96
065C-94/95	Public Health	127,301	Provide brokerage case management media outreach targeting people of color and face-to-face/telephone translation services to HIV infected Filipino residents of SF	Continuing	6/30/96
066C-94/95	Public Health	890,307	Provide brokerage case management, medical services and social support services to symptomatic and asymptomatic HIV+ individuals from low income communities and/or from communities of color	Continuing	6/30/96
067C-94/95	Public Health	116,254	Provide brokerage case management to HIV+ men, women, children of all ages with emphasis on the homeless, substance abusers and transgender/transsexual/transvestites.	Continuing	6/30/96
068C-94/95	Public Health	219,290	Provide Social Security and employment benefits eligibility counseling services for persons with HIV/AIDS	Continuing	6/30/96
069C-94/95	Public Health	37,037	Provide individual counseling low-vision support groups, orientation and mobility services, training in adaptive aides, and recreational activities to persons with AIDS related Cytomegalovirus (CMV) retinitis	Continuing	6/30/96

Item 4A, File No. 0270-95-8 (Cont).					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
070C-94/95	Public Health	2,933,091	Will maintain a pilot program to decentralize the AIDS Drug Program (ADP) by subcontracting with neighborhood pharmacies and drug wholesalers to provide ADP approved drugs to persons with AIDS in San Francisco	Continuing	6/30/96
071C-94/95	Public Health	517,314	Provide adult day health care services to persons living with HIV	Continuing	6/30/96
072C-94/95	Public Health	210,011	Provide acupuncture and Traditional Chinese medicine for alternative care; recruitment, training and placement of volunteers to provide emotional and practical support to African American persons with HIV and/or substance abuse issues.	Continuing	6/30/96
073C-94/95	Public Health	745,376	Provide 24-hour dementia care and services to persons with moderate to severe AIDS-related dementia	Continuing	6/30/96
074C-94/95	Public Health	564,273	Provide an after care program and psychosocial support services to assist HIV+ homeless and runaway youth in exiting street life	Continuing	6/30/96
075C-94/95	Public Health	350,000	Provide 16 adult beds 365 days a year for a long-term residential treatment services for pregnant/ post-partum women with small children and therapeutic child care for minor children	Continuing	6/30/96
026R-94/95	Airports	14,000,000	Provide civil/ structural/ electrical/ architectural engineering services	Regular	12/31/98
027R-94/95	Airports	1,263,134	Review all Master Plan projects, budgets, designs and coordination on behalf of the airlines and represent them in ensuring that all projects are performed in a timely manner in accordance with the Master Plan time schedules	Regular	6/30/96
<i>(Over to 5/15/95)</i>					
028R-94/95	Public Works	2,000,000	Provide management support services for Islais Creek	Regular	12/96

Item 4A, File No. 0270-95-8 (Cont).					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
029R-94/95	Transportation	350,000	Will purchase, fabricate and install enhanced cooling system packages in eighty (80) MAN coaches	Regular	12/31/95

Speakers: None

Action: 1. Contract 027R-94/95 over to the meeting of May 15, 1995 at the request of the Airport
2. Adopt Human Resources Director's Report; notify the offices of the Controller and the Purchaser

0271-95-5 Request for temporary exempt status for certain classes in the Office of the Registrar of Voters during election periods (Item No. 4C)

Speakers: None

Recommendation: Adopt Human Resource Director's report; authorize the Human Resources Director to review and approve requests to grant temporary exempt status to election workers in the Office of the Registrar of Voters in Classes 1402 Junior Clerk, 1403 Elections Clerk, 1404 Clerk and 1471 Elections Worker during election periods.

0273-95-8 Review of requests for approval of proposed personal services contracts (File No. 4H)

PSC #	Department	Amount	Type of Services	Type of Approval	Duration
030R-94/95	Chief Administrative Officer	155,000	Design and implement public information campaigns to increase residents' participation in SF's curbside and apartment recycling program; to increase participation in commercial recycling program; and to increase awareness about waste reduction, composting, and hazardous waste disposal and minimization among SF residents	Regular	1 year

Speakers: None

Action: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser

0274-95-7 Gary Secreto, General Laborer (Class 7514), Department of Public Works (Item No. 6C)

Speakers: Pro: James Horan, Department of Public Works
John Busher, Department of Public Works
Con: Bob McDonnell, Laborers' Union

Action: Deny appeal; approve automatic resignation. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the Department of Public Works.

0281-95-3 Request for comment from the Board of Supervisors concerning proposed amendment (Second Draft) to repeal the 1932 Charter and to enact a new Charter (Item No. 5A)

Speakers: None

Action: 1. Adopt staff report with amendments made verbally by Executive Officer; notify the Board of Supervisors of the Commission's comments
2. The Executive Officer is authorized, based on additional review, to amend comments and notify the Board and the Commission.

COMMISSIONERS'S NEW BUSINESS (Item No. 7A)

Report on activities of the Rules Revision Committee was made by Commissioner Munson. The Commission instructed the Executive Officer to request that the City Attorney's Office expedite its review of certain draft language in connection with ongoing discussions with SEIU over Civil Service "carve-out" aspects of the so-called "Kagel Award."

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 7B)

None

EXECUTIVE OFFICER'S REPORT (Item No. 7C)

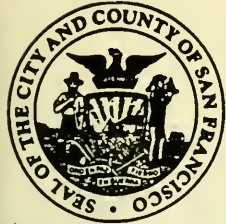
Report presented

REQUESTS TO SPEAK

None

ADJOURNMENT

4:25 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

A G E N D A

Regular Meeting

of

May 15, 1995

2:00 p.m.

DOCUMENTS DEPT.

MAY 11 1995

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JUAN RIOS
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KAREN CLOPTON
VICE PRESIDENT

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A. LEE MUNSON
COMMISSIONER

ADRIENNE PON
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

Room 428,
Veterans Building, 401 Van Ness Avenue

Order of Business

1. CALL TO ORDER AND COMMISSION ROLL CALL
2. MINUTES
3. ANNOUNCEMENTS
4. CONSENT AGENDA
5. REGULAR BUSINESS
6. COMMISSIONERS'S NEW BUSINESS AND REPORTS
7. REQUESTS TO SPEAK
8. ADJOURNMENT

Requests to Speak before the Civil Service Commission

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission may complete a "REQUEST TO ADDRESS THE COMMISSION" form and submit it to the Executive Officer, Civil Service Commission, before the meeting in Room 304 Veterans Building, 401 Van Ness Avenue, or at the Civil Service Commission meeting. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Requests will be numbered in the order of receipt. This number will determine the order that speakers will be heard, OR

A person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission without completing a Request form. These speakers will be heard following the speakers with a Request form.

In either case, speakers are not required to identify themselves or provide identifying information.

Maximum time allowed each speaker is three (3) minutes. Total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

The Civil Service Commission normally meets in Room 428, Veterans Building, 401 Van Ness Avenue. However, meetings not held in this room are conducted in the Civic Center Area.

The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 1/2 blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.



The following services are available on request 72 hours prior to the meeting: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Civil Service Commission Executive Officer's Office at 554-4747 to make arrangements for the accommodation. Late requests will be honored, if possible.



Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Notice

As provided in the San Francisco Sunshine Ordinance, Civil Service Commission Meetings are tape-recorded. These tape recordings are available for public review starting on the day after the Commission meeting in Room 304 Veterans Building, 401 Van Ness Avenue. Recordings will be retained for a minimum of ten (10) business days.

Notice of Commission Hearing Procedures

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or City and County departmental staff. These reports are available for inspection in the Office of the Executive Officer, Civil Service Commission, Veterans Building, 401 Van Ness Avenue, Room 304, approximately two (2) business days prior to the meeting date. Call 554-4747 to determine the availability of reports to the Commission. If practicable, copies of Commission reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents per page reproduction fee.

All written material to be considered by the Commission in support of an agenda item shall be submitted to the Executive Officer in Room 304, Veterans Building, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, Tuesday). An original and nine (9) copies shall be provided (Rule 5.16). All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

A request for a continuance (a delay to another meeting) may be directed to the Executive Officer prior to the meeting by calling 554-4747 or by submitting the request in writing to Room 304, Veterans Building. Telephone requests must be confirmed in writing. The Commission will consider a request for a continuance that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

Requests to hear items out of order and for private hearings are to be directed to the Commission President at the beginning of each section of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.1): The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: If a matter is severed from the Consent Agenda, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. No other person shall be permitted to speak.

Regular Agenda: Presentation by departmental representative for a maximum time of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by the department for a maximum time limit of ten (10) minutes unless extended by the Commission.

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

Presentation by the employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks..

Rebuttal. The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

**City and County of San Francisco
Civil Service Commission**

**Agenda for Regular Meeting
May 15, 1995**

PART I - 2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND COMMISSION ROLL CALL

(2) MINUTES

Regular Meeting of May 1, 1995

(3) ANNOUNCEMENTS

A. Announcement of changes to agenda

B. Executive Session, May 15, 1995

C. Other announcements

(4) CONSENT AGENDA (ITEMS 4A THROUGH 4E)

All matters listed on the Consent Agenda are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Agenda and considered as a separate item.

**(4A) Review of requests for approval of proposed personal services contracts
(File No. 0306 -95-8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
076C-94/95	Social Services	60,000	Establish and staff an Ombuds Office that will investigate, respond to and resolve client grievances in the Family and Children's Services Division (F&CS)	Continuing	6/30/96
077C-94/95	Social Services	87,000	Distributes an emergency 3-day supply of food to eligible participants referred by DSS and Community member agencies	Continuing	6/30/96

Item 4A, File No. 0306 -95-8 (Cont).					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
078C-94/95	Social Services	115,000	Provide crisis intervention and extended in-home treatment to approximately 18-20 families at risk of abuse or neglect	Continuing	6/30/96
079C-94/95	Social Services	225,000	To include SF in the Automated Fingerprint Image Recording and Match system (AFIRM) in order to prevent fraudulent multiple applications for General Assistance	Continuing	6/30/96
080C-94/95	Social Services	365,000	Provide counseling, employment assessment services, vocational training, and remedial education services to participants in the AFDC, GAIN, and GATES programs	Continuing	6/30/96
081C-94/95	Social Services	500,000	Supplemental Security Income advocacy for children in foster care. Services include screening, application preparation and follow through.	Continuing	6/30/96
082C-94/95	Social Services	580,000	Provide case management and support services to homeless families at risk of becoming homeless.	Continuing	6/30/96
083C-94/95	Social Services	850,000	Provide housing and case management services to all applicants and recipients of General Assistance who have not secured their own housing and to pay rent on their behalf directly to the landlord.	Continuing	6/30/96
084C-94/95	Social Services	980,000	Provide 3 meals per day 7 days a week to individuals who are applying for General Assistance.	Continuing	6/30/96
085C-94/95	Social Services	1,100,000	Provide homeless individuals and families with emergency shelter and light meals.	Continuing	6/30/96
086C-94/95	Social Services	1,450,000	Provide case management and support services to homeless individuals and families living in shelters, hotels or transitional housing.	Continuing	6/30/96
087C-94/95	Social Services	1,500,000	Provide housing and on-site support services to homeless young men and women and families.	Continuing	6/30/96

Item 4A, File No. 0306-95-8 (Cont).					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
088C-94/95	Social Services	1,899,363	Provide case management, support services, parenting education and self-sufficiency training to SFDSS families, parents and teens, at contractors' sites and in families' homes.	Continuing	6/30/96
089C-94/95	Social Services	3,394,625	Provide child daycare for families that are homeless, low-income, receiving welfare, or whose children are at-risk of abuse or neglect.	Continuing	6/30/96
090C-94/95	Commission on the Aging	110,886	Provide legal services to senior individuals/groups	Continuing	6/30/96
091C-94/95	Commission on the Aging	153,684	Provide community services provided at senior center	Continuing	6/30/96
092C-94/95	Commission on the Aging	111,479	Provide community and social services in a senior center setting; case management for seniors	Continuing	6/30/96
093C-94/95	Commission on the Aging	90,000	Provide independent cost and compliance audit of all non-profit contractors funded by COA.	Continuing	6/30/96
094C-94/95	Commission on the Aging	225,399	Provide case management and community social services for seniors	Continuing	6/30/96
095C-94/95	Commission on the Aging	259,775	Congregate meals in a senior center setting; home-delivered meals; case management; community social services.	Continuing	6/30/96
096C-94/95	Commission on the Aging	59,456	Provide community services in a senior setting; case management	Continuing	6/30/96
097C-94/95	Commission on the Aging	146,245	Ombudsman service for resident of long-term facilities	Continuing	6/30/96
098C-94/95	Commission on the Aging	108,576	Congregate meals in a senior center setting; community services	Continuing	6/30/96
099C-94/95	Commission on the Aging	186,699	Social day care for seniors in a senior center setting	Continuing	6/30/96
100C-94/95	Commission on the Aging	52,540	Congregate meals in 3 senior center settings; home delivered meals.	Continuing	6/30/96
101C-94/95	Commission on the Aging	422,264	Congregate meals in 3 senior center settings; home-delivered meals; adult social daycare; community services	Continuing	6/30/96

Item 4A, File No. 0306-95-8 (Cont).					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
102C-94/95	Commission on the Aging	96,649	Congregate meal; community social services in a senior center setting	Continuing	6/30/96
103C-94/95	Commission on the Aging	113,038	Provide legal services for seniors	Continuing	6/30/96
104C-94/95	Commission on the Aging	324,497	Provide legal services for seniors	Continuing	6/30/96
105C-94/95	Commission on the Aging	365,105	Congregate meals; home-delivered meals	Continuing	6/30/96
106C-94/95	Commission on the Aging	1,564,083	Provide home-delivered meals; congregate meals in a senior center setting; case management; community services	Continuing	6/30/96
107C-94/95	Commission on the Aging	134,741	Provide community/social services in a senior center setting	Continuing	6/30/96
108C-94/95	Commission on the Aging	405,879	Provide case management; community services; health services	Continuing	6/30/96
109C-94/95	Commission on the Aging	785,510	Congregate meals; at 9 sites; home-delivered meals; community services in a senior center setting	Continuing	6/30/96
110C-94/95	Commission on the Aging	111,185	Congregate meals in a senior center setting at 11 sites; home-delivered meals	Continuing	6/30/96
111C-94/95	Commission on the Aging	85,771	Provide community/social services to seniors	Continuing	6/30/96
112C-94/95	Commission on the Aging	78,375	Provide subsidized adult day health care services	Continuing	6/30/96
113C-94/95	Commission on the Aging	269,232	Provide community services; case management in a senior center setting	Continuing	6/30/96
114C-94/95	Commission on the Aging	1,033,768	Congregate meals in 6 senior center settings; home-delivered meals; case management; community services; in-home support services	Continuing	6/30/96
115C-94/95	Commission on the Aging	103,867	Congregate meals in 6 senior center settings; home-delivered meals	Continuing	6/30/96
116C-94/95	Commission on the Aging	1,446,410	Congregate meals at 27 senior center settings; home-delivered meals; case management; community services	Continuing	6/30/96
117C-94/95	Commission on the Aging	254,329	Congregate meals at 27 senior center settings; home-delivered meals	Continuing	6/30/96

Item 4A, File No. 0306-95-8 (Cont).					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
118C-94/95	Commission on the Aging	136,587	Congregate and home-delivered meals; community and social services in a senior center setting	Continuing	6/30/96
119C-94/95	Commission on the Aging	389,267	Congregate meals in 6 sr center settings; home-delivered meals	Continuing	6/30/96
120C-94/95	Commission on the Aging	58,089	Congregate meals in 6 sr center settings; home-dclivered meals	Continuing	6/30/96
121C-94/95	Commission on the Aging	74,940	Provide community services in a senior center setting	Continuing	6/30/96
122C-94/95	Commission on the Aging	482,030	Congregate meals at 6 sites; home-delivered meals; community social services	Continuing	6/30/96
123C-94/95	Commission on the Aging	113,833	Congregate meals in a senior center setting at 6 sites; home-delivered meals	Continuing	6/30/96
124C-94/95	Commission on the Aging	114,050	Provide community services provided at 2 senior center settings	Continuing	6/30/96
031R-94/95	Airports	86,538	Design and print the 1995 Annual Report	Regular	6/30/96
032R-94/95	Public Health	Contingency fee	Provide complete billing and collection services for all paramedic and ambulance activities	Continuing	6/30/96
033R-94/95	Public Transportation	3,951,035	Provide review of signal system contractor's moving block sign system design, system safety program, and provide implementation, testing and commissioning assistance for the Advance Train Control System (ATCS)	Regular	7/31/96
034R-94/95	Public Utilities	30,000	Provide "as needed" consulting services to aid the City Attorney and Hetch Hetchy in contract negotiations, rate dispute, providing expert testimony, monitoring CPUC, FERC, and PGE activities, as well as other related issues	Regular	9/30/96
035R-94/95	Public Utilities	400,000	Perform energy efficiency design review of municipal capital improvement projects in the design stage, conduct workshops to transfer knowledge to City engineers; and perform technical energy audits of existing City facilities	Regular	7/99

Item 4A, File No. 0306-95-8 (Cont).					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
036R-94/95	Public Utilities	1,000,000	Development of the Groundwater Master plan; additional tasks are technical support for the EIR, additional; basin study necessitated by actions of National Park Service and BOS's mandate to complete non-potable water master plan by 11/96	Regular	11/96
037R-94/95	Public Utilities	106,000	Reviewing and revising the Water Dept. Millbrae Water quality Laboratory "Quality Assurance/ Quality Control (QA/QC) Manual" and the "Standard Operations Procedures" (SOP) Manual	Regular	3/96
038R-94/95	Public Utilities	75,000	Develop a database format and general methodology for street lighting GIS support for the Bureau of Light, Heat and Power	Regular	5/31/96
039R-94/95	Public Works	200,000	Analyses of soils and ground-water to identify potentially contaminated or hazardous material in order to comply with Health and Safety and Local, State and Federal environmental law	Regular	6/97
040R-94/95	Purchasing	159,000	Provide window cleaning services to various City departments	Regular	2 years

Recommendation: Adopt Human Resources Director's Report; notify the offices of the Controller and the Purchaser

(4B) Review of requests for approval of proposed personal services contracts (File No. 0210-95-8)

PSC #	Department	Amount	Type of Services	Type of Approval	Duration
054A-94/95	Public Works	10,000	Recruitment of minority and female engineering students as part of the Bureau of Engineering Affirmative Action Outreach Program	Annual	1 year

April 17, 1995: Over to the meeting of May 1, 1995, at the direction of the Civil Service Commission

May 1, 1995: Contract 054A-94/95 over to the meeting of May 15, 1995 at the request of the Department of Human Resources.

Recommendation: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser.

(4C) Review of requests for approval of proposed personal services contracts (File No. 0270-95-8)

PSC #	Department	Amount	Type of Services	Type of Approval	Duration
027R-94/95	Airports	1,263,134	Review all Master Plan projects, budgets, designs and coordination on behalf of the airlines and represent them in ensuring that all projects are performed in a timely manner in accordance with the Master Plan time schedules	Regular	6/30/96

May 1, 1995: Contract 027R-94/95 over to the meeting of May 15, 1995 at the request of the Airport

Recommendation: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser.

(4D) Appeal of Background Rejection for Police Officer by John D. Kerr (Class Q-2) (File No. 0104-95-4)

April 17, 1995: Off calendar, pending completion of another component of the examination process

Recommendation: Off calendar; disqualified in another component of the examination process.

(4E) Appeal of Background Rejection for Police Officer by William Conwell (Class Q-2) (File No. 1060-94-4)

Recommendation: Over to the meeting of June 5, 1995 at the request of Mr. Cowell's attorney

(5) REGULAR BUSINESS (Items 5A through 5C)

(5A) Appeal of decision to reject as untimely the appeal of background rejection for Police Officer by Gaetano T. Basso (Class Q-2) (File No. 0009-95-4)

Recommendation: Deny appeal; sustain the decision of the Chief of Police

(5B) Appeal of Background Rejection for Police Officer by Laurie A. Shadle (Class Q-2) (File No. 1060-94-4)

Recommendation: Deny appeal; sustain the decision of the Chief of Police

(5C) Appeal by Del P. Schembari of the Human Resources Director's decision to deny his request to grant him permanent status in Program Specialist (Class 2913) (File No. 307-95-2)

Recommendation: Adopt staff report; sustain the decision of the Human Resources Director; deny appeal of Del P. Schembari.

(6) COMMISSIONERS'S NEW BUSINESS AND REPORTS

(6A) COMMISSIONERS'S NEW BUSINESS

(6B) HUMAN RESOURCES DIRECTOR'S REPORT

1. Monthly report on provisional appointments in the City work force. (File No. 308-95-5)
2. Presentation by Anson Moran, Director of the Public Utilities Commission, Hetch Hetchy Classification and Compensation Study, and the future direction of the Public Utilities Commission (PUC)

(6C) EXECUTIVE OFFICER'S REPORT

(7) REQUESTS TO SPEAK

(8) ADJOURNMENT

In memory of Luz Teresa Ruiz, sister of Commissioner Juan Rios, who died on April 24, 1995.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MINUTES

Special Meeting

May 15, 1995

2:00 p.m.

Room 428,
Veterans Building, 401 Van Ness Avenue

Roll Call

Present: Commissioner Clopton
Commissioner Kosturos
Commissioner Munson
Commissioner Pon
Absent: Commissioner Rios

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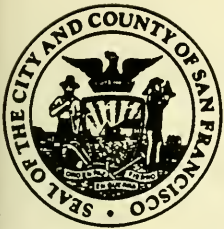
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0328-95-3 Request for salary adjustments for employees assigned
supervisory duties pursuant to Section IV.F. of the Salary
Standardization Ordinance. (Item No. 1)

Department of Public Health	Class	Employee	BW Rate	Supervisor's Recommended BW Rate
Supervisor:	2453 Supv. Pharmacist	Frank Tarantino	64.7 2145-2607	66.7 2365-2874
Subordinate:	2454 Clinical Pharmacist	Mark Jones various	65.9 2274-2764	

Speakers: Pro: Tanya Smith
Con: None

Action: Adopt report as amended to correct supervisor's rate
from Schedule 66.9 to Schedule 66.7.; approve
supervisory differential adjustment, notify department
accordingly.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO MINUTES

Regular Meeting
May 15, 1995

Room 428,
Veterans Building, 401 Van Ness Avenue

TIME CONVENED

2:20 p.m.

ROLL CALL

Present: Commissioner Clopton
Commissioner Kosturos
Commissioner Munson
Commissioner Pon
Absent: Commissioner Rios

MINUTES

Regular Meeting of May 1, 1995

Action: Adopt

ANNOUNCEMENTS

The Civil Service Commission held a Special Meeting in Executive Session (closed session) on Monday, May 15, 1995 at 1:30 p.m. in Room 304A Veterans Building to confer with the labor negotiator in accordance with California Government Code Section 54957.6. The Commission considered the salaries and benefits of elected officials (except members of the Board of Supervisors) for Fiscal Year 1995-96 as provided in Charter Section 8.409. It is the Commission's proposal that there be no increase in the salaries of elected officials for fiscal year 1995-96 as provided in Charter Section 8.409; that there be a 1.5% City pickup of the officers share of retirement on each of two dates: October 1, 1995 and April 1, 1995; that a \$75 per month contribution be made by the City and County to a management compensation plan; and that the existing dental plan covering the officers and dependents be continued for Fiscal Year 1995-96. The Executive Officer will notify the elected officials of the Commission's proposal. The Commission will hold a Special Meeting to certify the rates of pay and benefits on May 26, 1995 at 8:00 a.m. in Room 304A Veterans Building, 401 Van Ness Avenue.

1060-94-4 Appeal of Background Rejection for Police Officer by William Conwell (Class Q-2) (Item No. 4E)

Speaker: None

Action: Over to the meeting of June 5, 1995 at the request of Mr. Conwell's attorney

0009-95-4 Appeal of decision to reject as untimely the appeal of background rejection for Police Officer by Gaetano T. Basso (Class Q-2) (Item No. 5A)

Speakers: Pro: Insp. Ann Brown, SFPD
Con: Gaetano T. Basso

Action: Grant appeal of Gaetano T. Basso; find appeal of background rejection timely (Vote of 3 to 1: Commissioner Munson dissents).

0104-95-4 Appeal of Background Rejection for Police Officer by John D. Kerr (Class Q-2) (Item No. 4D)

April 17, 1995: Off calendar, pending completion of another component of the examination process

Speakers: Con: Katherine Mahoney

Action: Off calendar; disqualified in another component of the examination process. (The Commission voted unanimously not to hear this matter).

0210-95-8 Review of requests for approval of proposed personal services contracts (Item No. 4B)

PSC #	Department	Amount	Type of Services	Type of Approval	Duration
054A-94/95	Public Works	10,000	Recruitment of minority and female engineering students as part of the Bureau of Engineering Affirmative Action Outreach Program	Annual	1 year

April 17, 1995: Over to the meeting of May 1, 1995, at the direction of the Civil Service Commission

May 1, 1995: Contract 054A-94/95 over to the meeting of May 15, 1995 at the request of the Department of Human Resources.

Speakers: None

Action: Over to meeting of June 5, 1995 at the request of the Department of Public Works

0219-95-4 Appeal of Background Rejection for Police Officer by Laurie A. Shadle (Class Q-2) (Item No. 5C)

Speakers Pro: Inspector Ann Brown, SFPD
Con: Laurie A. Shadle

Action: Deny appeal of Laurie A. Shadle; sustain the decision of the Chief of Police

0270-95-8 Review of requests for approval of proposed personal services contracts (Item No. 4C)

PSC #	Department	Amount	Type of Services	Type of Approval	Duration
027R-94/95	Airports	1,263,134	Review all Master Plan projects, budgets, designs and coordination on behalf of the airlines and represent them in ensuring that all projects are performed in a timely manner in accordance with the Master Plan time schedules	Regular	6/30/96

May 1, 1995: Contract 027R-94/95 over to the meeting of May 15, 1995 at the request of the Airport

Speakers: None

Action: Off calendar at the request of the Airports Commission

0306-95-8 Review of requests for approval of proposed personal services contracts (Item No.4A)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
076C-94/95	Social Services	60,000	Establish and staff an Ombuds Office that will investigate, respond to and resolve client grievances in the Family and Children's Services Division (F&CS)	Continuing	6/30/96
077C-94/95	Social Services	87,000	Distributes an emergency 3-day supply of food to eligible participants referred by DSS and Community member agencies	Continuing	6/30/96

Item 4A, File No. 0306 -95-8 (Cont).					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
078C-94/95	Social Services	115,000	Provide crisis intervention and extended in-home treatment to approximately 18-20 families at risk of abuse or neglect	Continuing	6/30/96
079C-94/95	Social Services	225,000	To include SF in the Automated Fingerprint Image Recording and Match system (AFIRM) in order to prevent fraudulent multiple applications for General Assistance	Continuing	6/30/96
080C-94/95	Social Services	365,000	Provide counseling, employment assessment services, vocational training, and remedial education services to participants in the AFDC, GAIN, and GATES programs	Continuing	6/30/96
081C-94/95	Social Services	500,000	Supplemental Security Income advocacy for children in foster care. Services include screening, application preparation and follow through.	Continuing	6/30/96
082C-94/95	Social Services	580,000	Provide case management and support services to homeless families at risk of becoming homeless.	Continuing	6/30/96
083C-94/95	Social Services	850,000	Provide housing and case management services to all applicants and recipients of General Assistance who have not secured their own housing and to pay rent on their behalf directly to the landlord.	Continuing	6/30/96
084C-94/95	Social Services	980,000	Provide 3 meals per day 7 days a week to individuals who are applying for General Assistance.	Continuing	6/30/96
085C-94/95	Social Services	1,100,000	Provide homeless individuals and families with emergency shelter and light meals.	Continuing	6/30/96
086C-94/95	Social Services	1,450,000	Provide case management and support services to homeless individuals and families living in shelters, hotels or transitional housing.	Continuing	6/30/96
087C-94/95	Social Services	1,500,000	Provide housing and on-site support services to homeless young men and women and families.	Continuing	6/30/96

Item 4A, File No. 0306-95-8 (Cont).					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
088C-94/95	Social Services	1,899,363	Provide case management, support services, parenting education and self-sufficiency training to SFDSS families, parents and teens, at contractors' sites and in families' homes.	Continuing	6/30/96
089C-94/95	Social Services	3,394,625	Provide child daycare for families that are homeless, low-income, receiving welfare, or whose children are at-risk of abuse or neglect.	Continuing	6/30/96
090C-94/95	Commission on the Aging	110,886	Provide legal services to senior individuals/groups	Continuing	6/30/96
091C-94/95	Commission on the Aging	153,684	Provide community services provided at senior center	Continuing	6/30/96
092C-94/95	Commission on the Aging	111,479	Provide community and social services in a senior center setting; case management for seniors	Continuing	6/30/96
093C-94/95	Commission on the Aging	90,000	Provide independent cost and compliance audit of all non-profit contractors funded by COA.	Continuing	6/30/96
094C-94/95	Commission on the Aging	225,399	Provide case management and community social services for seniors	Continuing	6/30/96
095C-94/95	Commission on the Aging	259,775	Congregate meals in a senior center setting; home-delivered meals; case management; community social services.	Continuing	6/30/96
096C-94/95	Commission on the Aging	59,456	Provide community services in a senior setting; case management	Continuing	6/30/96
097C-94/95	Commission on the Aging	146,245	Ombudsman service for resident of long-term facilities	Continuing	6/30/96
098C-94/95	Commission on the Aging	108,576	Congregate meals in a senior center setting; community services	Continuing	6/30/96
099C-94/95	Commission on the Aging	186,699	Social day care for seniors in a senior center setting	Continuing	6/30/96
100C-94/95	Commission on the Aging	52,540	Congregate meals in 3 senior center settings; home delivered meals.	Continuing	6/30/96
101C-94/95	Commission on the Aging	422,264	Congregate meals in 3 senior center settings; home-delivered meals; adult social daycare; community services	Continuing	6/30/96

Item 4A, File No. 0306-95-8 (Cont).					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
102C-94/95	Commission on the Aging	96,649	Congregate meal; community social services in a senior center setting	Continuing	6/30/96
103C-94/95	Commission on the Aging	113,038	Provide legal services for seniors	Continuing	6/30/96
104C-94/95	Commission on the Aging	324,497	Provide legal services for seniors	Continuing	6/30/96
105C-94/95	Commission on the Aging	365,105	Congregate meals; home-delivered meals	Continuing	6/30/96
106C-94/95	Commission on the Aging	1,564,083	Provide home-delivered meals; congregate meals in a senior center setting; case management; community services	Continuing	6/30/96
107C-94/95	Commission on the Aging	134,741	Provide community/social services in a senior center setting	Continuing	6/30/96
108C-94/95	Commission on the Aging	405,879	Provide case management; community services; health services	Continuing	6/30/96
109C-94/95	Commission on the Aging	785,510	Congregate meals; at 9 sites; home-delivered meals; community services in a senior center setting	Continuing	6/30/96
110C-94/95	Commission on the Aging	111,185	Congregate meals in a senior center setting at 11 sites; home-delivered meals	Continuing	6/30/96
111C-94/95	Commission on the Aging	85,771	Provide community/social services to seniors	Continuing	6/30/96
112C-94/95	Commission on the Aging	78,375	Provide subsidized adult day health care services	Continuing	6/30/96
113C-94/95	Commission on the Aging	269,232	Provide community services; case management in a senior center setting	Continuing	6/30/96
114C-94/95	Commission on the Aging	1,033,768	Congregate meals in 6 senior center settings; home-delivered meals; case management; community services; in-home support services	Continuing	6/30/96
115C-94/95	Commission on the Aging	103,867	Congregate meals in 6 senior center settings; home-delivered meals	Continuing	6/30/96
116C-94/95	Commission on the Aging	1,446,410	Congregate meals at 27 senior center settings; home-delivered meals; case management; community services	Continuing	6/30/96
117C-94/95	Commission on the Aging	254,329	Congregate meals at 27 senior center settings; home-delivered meals	Continuing	6/30/96

Item 4A, File No. 0306-95-8 (Cont).					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
118C-94/95	Commission on the Aging	136,587	Congregate and home-delivered meals; community and social services in a senior center setting	Continuing	6/30/96
119C-94/95	Commission on the Aging	389,267	Congregate meals in 6 sr center settings; home-delivered meals	Continuing	6/30/96
120C-94/95	Commission on the Aging	58,089	Congregate meals in 6 sr center settings; home-delivered meals	Continuing	6/30/96
121C-94/95	Commission on the Aging	74,940	Provide community services in a senior center setting	Continuing	6/30/96
122C-94/95	Commission on the Aging	482,030	Congregate meals at 6 sites; home-delivered meals; community social services	Continuing	6/30/96
123C-94/95	Commission on the Aging	113,833	Congregate meals in a senior center setting at 6 sites; home-delivered meals	Continuing	6/30/96
124C-94/95	Commission on the Aging	114,050	Provide community services provided at 2 senior center settings	Continuing	6/30/96
031R-94/95	Airports	86,538	Design and print the 1995 Annual Report	Regular	6/30/96
032R-94/95	Public Health	Contingency fee	Provide complete billing and collection services for all paramedic and ambulance activities	Continuing	6/30/96
033R-94/95	Public Transportation	3,951,035	Provide review of signal system contractor's moving block sign system design, system safety program, and provide implementation, testing and commissioning assistance for the Advance Train Control System (ATCS)	Regular	7/31/97
034R-94/95	Public Utilities	30,000	Provide "as needed" consulting services to aid the City Attorney and Hetch Hetchy in contract negotiations, rate dispute, providing expert testimony, monitoring CPUC, FERC, and PGE activities, as well as other related issues	Regular	9/30/96
035R-94/95	Public Utilities	400,000	Perform energy efficiency design review of municipal capital improvement projects in the design stage, conduct workshops to transfer knowledge to City engineers; and perform technical energy audits of existing City facilities	Regular	7/99

Item 4A, File No. 0306-95-8 (Cont).					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
036R-94/95	Public Utilities	1,000,000	Development of the Groundwater Master plan; additional tasks are technical support for the EIR, additional; basin study necessitated by actions of National Park Service and BOS's mandate to complete non-potable water master plan by 11/96	Regular	11/96
037R-94/95	Public Utilities	106,000	Reviewing and revising the Water Dept. Millbrae Water quality Laboratory "Quality Assurance/ Quality Control (QA/QC) Manual" and the "Standard Operations Procedures" (SOP) Manual	Regular	3/96
038R-94/95	Public Utilities	75,000	Develop a database format and general methodology for street lighting GIS support for the Bureau of Light, Heat and Power	Regular	5/31/96
039R-94/95	Public Works	200,000	Analyses of soils and ground-water to identify potentially contaminated or hazardous material in order to comply with Health and Safety and Local, State and Federal environmental law	Regular	6/97
040R-94/95	Purchasing	159,000	Provide window cleaning services to various City departments	Regular	2 years

Speakers: Contract 33R-94/95:
Pro: Barbara Wong, Public Transportation Department
Con: Linda Jofuku, Local 21
Contract 037R-94/95:
Pro: Ann Courtwright, PUC
Con: Linda Jofuku, Local 21

Action:

1. Contract 033R-94/95 approved by vote of 3 to 1: (Commissioner Pon dissents).
2. Contract 037R-94/95 approved by vote of 3 to 1 (Commissioner Kosturos dissents) with the stipulation indicated by the Commission including staff participation in development of standards and the scheduling of a meeting between the department and Local 21 within the next week.
3. Adopt Human Resources Director's Report on remaining contracts; notify the offices of the Controller and the Purchaser.

307-95-2 Appeal by Del P. Schembari of the Human Resources Director's decision to deny his request to grant him permanent status in Program Specialist (Class 2913) (Item No. 5D)

Speakers: Pro: Eugene Freeman, Dept. of Human Resources
 Con: Del Schembari

Action: Adopt staff report; sustain the decision of the Human Resources Director; deny appeal of Del P.Schembari

(6) COMMISSIONERS'S NEW BUSINESS AND REPORTS

(6A) COMMISSIONERS'S NEW BUSINESS

None.

(6B) HUMAN RESOURCES DIRECTOR'S REPORT

1. Monthly report on provisional appointments in the City work force.
 (File No. 308-95-5)

Report presented.

2. Presentation by Anson Moran, Director of the Public Utilities Commission, Hetch Hetchy Classification and Compensation Study, and the future direction of the Public Utilities Commission (PUC)

Report presented.

(6C) EXECUTIVE OFFICER'S REPORT

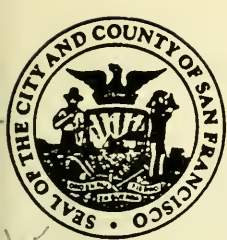
None.

(7) REQUESTS TO SPEAK

None.

(8) ADJOURNMENT

In memory of Luz Teresa Ruiz, sister of Commissioner Juan Rios, who died on April 24, 1995.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

A G E N D A

Regular Meeting

of

June 5, 1995

2:00 p.m.

Room 428,
Veterans Building, 401 Van Ness Avenue

Order of Business

Part I - 2:00 p.m.

1. CALL TO ORDER AND COMMISSION ROLL CALL
2. ELECTION OF OFFICERS
3. MINUTES
4. ANNOUNCEMENTS
5. CONSENT AGENDA
6. REGULAR BUSINESS

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Part II - 3:00 p.m.

7. EMPLOYEE SEPARATIONS
8. COMMISSIONERS'S NEW BUSINESS AND REPORTS
9. REQUESTS TO SPEAK
10. ADJOURNMENT

JUAN RIOS
PRESIDENT

KAREN CLOPTON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

ADRIENNE PON
COMMISSIONER

ALBERT C WALKER
EXECUTIVE OFFICER

Notice of Commission Hearing Procedures

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or City and County departmental staff. These reports are available for inspection in the Office of the Executive Officer, Civil Service Commission, Veterans Building, 401 Van Ness Avenue, Room 304, approximately two (2) business days prior to the meeting date. Call 554-4747 to determine the availability of reports to the Commission. If practicable, copies of Commission reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents per page reproduction fee.

All written material to be considered by the Commission in support of an agenda item shall be submitted to the Executive Officer in Room 304, Veterans Building, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, Tuesday). An original and nine (9) copies shall be provided (Rule 5.16). All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

A request for a continuance (a delay to another meeting) may be directed to the Executive Officer prior to the meeting by calling 554-4747 or by submitting the request in writing to Room 304, Veterans Building. Telephone requests must be confirmed in writing. The Commission will consider a request for a continuance that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

Requests to hear items out of order and for private hearings are to be directed to the Commission President at the beginning of each section of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.1): The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: If a matter is severed from the Consent Agenda, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. No other person shall be permitted to speak.

Regular Agenda: Presentation by departmental representative for a maximum time of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by the department for a maximum time limit of ten (10) minutes unless extended by the Commission.

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

Presentation by the employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

Requests to Speak before the Civil Service Commission

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission may complete a "REQUEST TO ADDRESS THE COMMISSION" form and submit it to the Executive Officer, Civil Service Commission, before the meeting in Room 304 Veterans Building, 401 Van Ness Avenue, or at the Civil Service Commission meeting. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Requests will be numbered in the order of receipt. This number will determine the order that speakers will be heard, OR

A person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission without completing a Request form. These speakers will be heard following the speakers with a Request form.

In either case, speakers are not required to identify themselves or provide identifying information.

Maximum time allowed each speaker is three (3) minutes. Total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

The Civil Service Commission normally meets in Room 428, Veterans Building, 401 Van Ness Avenue. However, meetings not held in this room are conducted in the Civic Center Area.

The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 1/2 blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.



The following services are available on request 72 hours prior to the meeting: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Civil Service Commission Executive Officer's Office at 554-4747 to make arrangements for the accommodation. Late requests will be honored, if possible.



Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Notice

As provided in the San Francisco Sunshine Ordinance, Civil Service Commission Meetings are tape-recorded. These tape recordings are available for public review starting on the day after the Commission meeting in Room 304 Veterans Building, 401 Van Ness Avenue. Recordings will be retained for a minimum of ten (10) business days.

**City and County of San Francisco
Civil Service Commission**

**Agenda for Regular Meeting
June 5, 1995**

PART I - 2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND COMMISSION ROLL CALL

(2) ELECTION OF OFFICERS

(3) MINUTES

Regular Meeting of May 15, 1995

Special Meeting of May 15, 1995

Special Meeting of May 26, 1995

(4) ANNOUNCEMENTS

A. Announcement of changes to agenda

B. Executive Session, June 5, 1995

C. Other announcements

(5) CONSENT AGENDA (ITEM 5A THROUGH 5G)

All matters listed on the Consent Agenda are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Agenda and considered as a separate item.

**(5A) Review of requests for approval of proposed personal services contracts
(File No. 0401-95-8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
125C-94/95	Mayor	125,000	Will serve as federal legislative representative, appointed by the Mayor	Continuing	8/31/96
126C-94/95	Mayor	125,000	Provide comprehensive preventive services to African American, Latino and Asian American girls ages 10-17.	Continuing	8/31/96

Item 5A, File No. 0401 -95-8 (Cont).					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
127C-94/95	Mayor	98,000	Provide basic computer literacy training, job preparedness education and employment services to youth	Continuing	8/31/96
128C-94/95	Mayor	658,264	Provide subsidies for licensed child care to children of low-and-moderate-income families with supportive health services and case management	Continuing	8/31/96
129C-94/95	Mayor	111,000	Coordinates services for 250 neighborhood youth, 10-17. Offers easy access to a variety of services including job readiness training, health, educational support, recreation, cultural activities and family support	Continuing	8/31/96
130C-94/95	Mayor	100,000	The employment of young people with disabilities offering pre-employment skills training, job development, placement and follow-up services	Continuing	8/31/96
131C-94/95	Mayor	45,000	After School Program to serve up to 200 Tenderloin youth from 1 to 18 years	Continuing	8/31/96
132C-94/95	Mayor	100,000	Establish a comprehensive service delivery system for underserved North Beach youth	Continuing	8/31/96
133C-94/95	Mayor	100,000	Job readiness and delinquency prevention program serving 36 teens children in 3 public housing communities	Continuing	8/31/96
134C-94/95	Mayor	100,000	Provide a variety of services using public and private health and social service providers	Continuing	8/31/96
135C-94/95	Mayor	80,000	Child development program which provides care and supervision to 3 age groups ages 2 - 8	Continuing	8/31/96
136C-94/95	Mayor	22,000	Health and social services position which is part of the Child Health and Disability Program	Continuing	8/31/96
137C-94/95	Mayor	200,000	Provide an array of streamlined information, education, emotional support and advocacy services to disabled children/youth and their families	Continuing	8/31/96

Item 5A, File No. 0401-95-8 (Cont).					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
138C-94/95	Mayor	350,000	Provide a coordinated and comprehensive network of neighborhood-based, after-school Learning Centers for 2,300 high risk youth in low-income areas of San Francisco	Continuing	8/31/96
139C-94/95	Mayor	38,000	Recruits, screens, trains, and supervises volunteers who provide advocacy and support to children removed from their homes due to abuse or neglect	Continuing	8/31/96
140C-94/95	Mayor	75,000	Provide recreational and academic enrichment before and after school	Continuing	8/31/96
141C-94/95	Mayor	100,000	Provide citywide culturally sensitive, comprehensive services to gay, lesbian, bisexual, transgender and questioning youth, 18 years and under	Continuing	8/31/96
142C-94/95	Mayor	50,000	Delinquency prevention program, targeting at-risk girls, ages 11-17 residing in public housing	Continuing	8/31/96
143C-94/95	Mayor	300,000	Deliver services to 700 youth between ages of 10 and 17 with a special emphasis on Mission District residents, girls teen women and non-English speaking youth	Continuing	8/31/96
144C-94/95	Mayor	135,000	Providing the intervention resources necessary to promote the formation and maintenance of a positive cultural, mental and physical well-being among high-risk youth residing in the Western Addition	Continuing	8/31/96
145C-94/95	Mayor	70,000	After-school tutorial program, with an athletic component as one of its wrap-around supportive services which serves as a youth incentive to encourage long-term participation in the tutorial component if the program	Continuing	8/31/96
146C-94/95	Mayor	50,000	Establish a concrete collaboration with City public agencies targeting the low income, high risk Samoan/Pacific Islander child/youth below the age of 18	Continuing	8/31/96

Item 5A, File No. 0401-95-8 (Cont).					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
147C-94/95	Mayor	100,000	Provide a comprehensive social, educational, and cultural program to low income, high risk Korean-American youths and their families	Continuing	8/31/96
148C-94/95	Mayor	250,000	Provide comprehensive youth services, after school activities and family preservation/clinical services for youth who are residents of the Sunset	Continuing	8/31/96
149C-94/95	Mayor	50,000	Delinquency prevention through a holistic program of recreation, education, health and community involvement that emphasizes parent and community participation	Continuing	8/31/96
150C-94/95	Mayor	114,000	Provide child care, child development services to 24 preschool children in a Bilingual (Spanish/English) age appropriate developmental activity program which will include nutrition and recreation	Continuing	8/31/96
151C-94/95	Mayor	1,178,000	Provide 600 San Francisco youth with job readiness training and subsidized employment opportunities	Continuing	8/31/96
152C-94/95	Mayor	123,000	Provide case management, individual/group/family counseling, life/health skills and education, employment readiness/placement and recreation/social/cultural activities	Continuing	8/31/96
153C-94/95	Mayor	230,000	Provide clinical and case management services to homeless and recently homeless children and their families referred from seven family and domestic violence shelters in San Francisco	Continuing	8/31/96
154C-94/95	Mayor	200,000	Will serve 510 Latino/Hispanic newcomer children and their families in greater Mission district with an array of child development, health, education, cultural enrichment, and family support services	Continuing	8/31/96

Item 5A, File No. 0401-95-8 (Cont).					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
155C-94/95	Mayor	50,000	After-school study guidance and tutorials to encourage academic success	Continuing	8/31/96
156C-94/95	Mayor	25,000	Provide job training and skills to high risk Filipino youth newly arrived, single parents, economically disadvantaged youth unlikely to continue education past high school or GED	Continuing	8/31/96
157C-94/95	Mayor	77,000	Prevention program targeted at 7th grade students of the SFUSD which educates them to the realities and myths of teenage pregnancy	Continuing	8/31/96
158C-94/95	Mayor	400,000	Provide a set of services to 200 children, youth, and their families from the ages 8 to 16 years who reside in the Western Additional section of SF	Continuing	8/31/96
159C-94/95	Mayor	100,000	Provide child care and health and social services; serves grandparent/kinship caretaker families and their children	Continuing	8/31/96
160C-94/95	Mayor	65,000	Citywide approach to integrate children with disabilities into existing educational, cultural, social and recreational community-based programs	Continuing	8/31/96
161C-94/95	Mayor	194,000	Provide comprehensive education and support services to 713 children, youth and their families in the Tenderloin	Continuing	8/31/96
162C-94/95	Mayor	200,000	Project staff assess and design individualized release plans for youth who would otherwise be confined in SF's Youth Guidance Center	Continuing	8/31/96
163C-94/95	Mayor	385,000	Provide child care and health and social services; Head Start and child mental health experts, offers 3,000 children, their families and providers of all ethnic and cultural groups	Continuing	8/31/96

Item 5A, File No. 0401-95-8 (Cont).					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
164C-94/95	Mayor	564,595	Will seek to improve the school performance, mental health, physical health, family involvement, and cross cultural interaction of over 300 recently arrived immigrants and refugees from many ethnic backgrounds and neighborhoods attending Newcomer High School	Continuing	8/31/96
165C-94/95	Mayor	250,000	Provide health and social services, job readiness, and delinquency prevention program serving one of the city's highest risk youth populations	Continuing	8/31/96
166C-94/95	Mayor	140,000	Serves 827 youth in Visitation Valley with a continuum of services for youth, their families and community that fill basic personal and social needs and build individual and community competency	Continuing	8/31/96
167C-94/95	Mayor	100,000	Provide community services, career development, and job placement collaborative serving 1,000 at-risk youth	Continuing	8/31/96
168C-94/95	Mayor	125,000	Provide extending educational and pre-vocational training services to those recently released from detention	Continuing	8/31/96
169C-94/95	Mayor	165,000	Provide health and social services focus on increasing the coping skills of the child with special needs, reducing family stress, and enhancing family life	Continuing	8/31/96
170C-94/95	Mayor	425,000	Will serve at-risk 6-12 year old children living or attending school in the Western Addition in an after-school and summer program	Continuing	8/31/96
171C-94/95	Mayor	200,000	Provide comprehensive service to 450 low-income, mono-lingual immigrant Asian children pre-natal to 5 years old and their families	Continuing	8/31/96
172C-94/95	Mayor	244,000	Will administer a Dropout Prevention Program to youth, ages 13 to 15, who are behind in school work and grade level and at-risk of dropping out.	Continuing	8/31/96

Item 5A, File No. 0401-95-8 (Cont).					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
173C-94/95	Public Health	471,709	A Level 14 sub-acute residential and day treatment program for adolescents	Continuing	6/30/96
174C-94/95	Public Health	709,865	Provide employment for any individual of the target population of 16 years of age who desires paid employment	Continuing	6/30/99
175C-94/95	Public Health	825,000	Fiscal agent for implementing clinical and administrative managed care functions within the Division of Mental Health	Continuing	6/30/96
176C-94/95	Public Health	474,275	Collaborative with DMS Children's Services, for Child Crisis Comprehensive Program with Medi-Cal, Short-Doyle, MAC mechanisms and Title IV emergency assistance collection capability	Continuing	6/30/99
177C-94/95	Public Health	601,281	Provides a comprehensive set of services to adults over the age of 60 as part of the Geriatric Service Cluster	Continuing	6/30/99
178C-94/95	Public Health	365,853	Provides crisis response, intake, assessment, linkage and referral for the lesbian, gay and bisexual population	Continuing	6/30/99
179C-94/95	Public Health	404,000	Provide mental health services in the Special Education (SED) classroom	Continuing	6/30/99
180C-94/95	Public Health	352,161	Thunderseed day treatment services adults who have significant histories of mental illness and who are a constant risk of acute hospitalization	Continuing	6/30/99
181C-94/95	Public Health	2,307,007	Provides transitional residential treatment and intensive day care full day and medication support services	Continuing	6/30/99
182C-94/95	Public Health	200,000	Provide portable X-Ray examinations for inmates in S.F. County Hails, and homeless shelters	Continuing	6/30/96
183C-94/95	Public Health	2,158,574	An array of mental health services provided by 167 agencies and individuals on an as-needed basis to approximately 400 severely emotionally disturbed children enrolled in the Family Mosaic Project	Continuing	6/30/96

Item 5A, File No. 0401-95-8 (Cont).					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
041R-94/95	Art Commission	800,000	Symphony POPS Concert performances 7/7 to 7/29/95	Regular	7/29/96
042R-94/95	Public Utilities Water	700,000	Develop sample plans and procedures for sample collection, analyze water samples, review laboratory results, compile reports to USEPA.	Regular	2 years
043R-94/95	Public Utilities Water	150,000	Water Resources Technical Assessments and reports required to prepare the Sunol Valley Resources Management Plan	Regular	10 months
044R-94/95	Public Utilities Water	190,000	Development of comprehensive Watershed Plans; Sunol Valley Resource Management Plan	Regular	2 months
045R-94/05	Airport	130,000	Assist and advise the Airport in the smooth and timely transition of the operation of the Airport's medical clinic from S.F.I.A Medical Group to SFGH	Regular	6/30/96
046R-94/95	Airport	350,000	Media campaigns to promote ground transportation services	Regular	6/27/96
047R-94/95	Airport	190,000	Sky cap services for passengers arriving by courtesy buses at the terminal center islands	Regular	5/31/96
048R-94/95	Airport	500,000	Provide professional architectural and engineering services on an as-needed basis for the programming and conceptual planning	Regular	9/31/99
049R-94/95	Airport	23,033,500	Provide construction management services for the new International Terminal and related projects	Regular	6 years
050R-94/95	Airport	200,000	Provide design management and construction management assistance to Airport Project Manager	Regular	1 year
051R-94/95	Airport	14,000,000	Provide construction management services for the Automated Guideway Transit (AGT) System	Regular	5 years
052R-94/95	Airport	1,080,000	Provide construction management services on an as-needed basis for the Master Plan projects	Regular	5 years

Item 5A, File No. 0401-95-8 (Cont).					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
053R-94/95	Airport	2,500,000	Provide design management and construction management assistant to Airport Project Manager in areas of project scheduling and reporting, contract administration, constructability review, value engineering, cost estimating, budgeting and material testing and inspection	Regular	5 years
054R-94/95	Airport	4,000,000	Provide construction management services on an as-needed basis for the Master Plan roadway project	Regular	5/31/2002
055R-94/95	Airport	2,024,490	Provide construction management services for the North Field Cargo Facilities Master Plan project	Regular	4 years
056R-94/95	Airport	12,000,000	Provide overall coordinating Construction management for the Airport Master Plan Program	Regular	6 years
057R-94/05	Airport	1,500,000	Provide overall coordination and implementation of the Boarding Area and South Terminal projects for the Airports, tenants, and Master Plan contractors	Regular	12/31/99
058R-94/95	Airport	4,647,000	Provide design management and construction management assistance to Airport Project Manager in areas of project scheduling and reporting, contract administration, constructability review, value engineering, costing estimating, budgeting, and material testing and inspection	Regular	52 months
059R-94/95	Airport	11,160,000	Provide construction management services for the Master Plan projects	Regular	12/31/99
060R-94/95	Airport	6,000,000	Provide design management and construction management assistance to Airport Project Manager in areas of project scheduling and reporting, contract administration, constructability review, value engineering, cost estimating, budgeting, and material testing and inspection	Regular	6 years

Item 5A, File No. 0401-95-8 (Cont).					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
061R-94/95	Airport	500,000	Provide construction management services on an as-needed basis for the Master Plan projects	Regular	12/31/2000
062R-94/95	Public Health	88,340	Provide specialized legal services pertaining to health issues; primarily in the areas of hospital licensure and certification	Regular	6/30/95
063R94/95	Public Health	350,000	Provide on-call, back-up medical transcription service whenever there is a backlog of work in the various division of the DPH	Regular	7/31/96
064R-94/95	Public Health	60,000	Provide specialized legal services pertaining to health issues primarily in the areas of hospital licensure and certification, Medi-Cal and Medicare regulations and reimbursement, hospital by-laws, medical staff by-laws and bio-medical ethics	Regular	6/30/96
065R-94/95	Public Health	70,000	Cytology services to the Family Planning Program at District Health Centers and other designated sites	Regular	8/31/96
066R-94/95	Public Works	1,500,000	Provide as-needed civil and environmental engineering consultation services required to resolve a wide array of environmental issues involved in planning, property acquisition, sampling and assessment, health and safety, construction and facility maintenance and repair	Regular	6/30/97
067R94/95	Public Works	1,500,000	Provide as-needed civil and environmental engineering consultation services required to resolve a wide array of environmental issues involved in planning, property acquisition, sampling and assessment, health and safety construction and facility maintenance and repair	Regular	6/30/97

Item 5A, File No. 0401-95-8 (Cont).					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
068R-94/95	Public Works	1,500,000	Provide as-needed civil and environmental engineering consultation services required to resolve a wide array of environmental issues involved in planning, property acquisition, sampling and assessment, health and safety, construction and facility maintenance and repair	Regular	6/30/97
069R-94/95	Public Works	1,500,000	Provide as-needed civil and environmental engineering consultation services required to resolve a wide array of environmental issues involved in planning, property acquisition, sampling and assessment, health and safety, construction and facility maintenance and repair	Regular	6/30/97
070R-94/95	Public Works	1,500,000	Provide as-needed civil and environmental engineering consultation services required to resolve a wide array of environmental issues involved in planning, property acquisition, sampling and assessment, health and safety, construction and facility maintenance and repair	Regular	6/30/97
071R-94/95	Public Works	20,000	Develop database of environmental sample data using extensive "hardcopy" versions of sample analysis data	Regular	2 years
072R-94/95	Public Works	1,000,000	Maintain monitoring instrumentation and control systems throughout the Bureau of Water Pollution Control	Regular	1 year
073R-94/95	Public Works	200,000	Perform hydrologic and hydraulic analysis; evaluate and model the performance of combined sewer overflow facilities; assist with the development of operational strategies and monitoring programs to ensure compliance with regulatory requirements	Regular	2 years
074R-94/95	Public Works	11,714,000	Construction Management services for Earthquake Safety Program Phase 2	Regular	84 months

Recommendation: Adopt Human Resources Director's Report; notify the offices of the Controller and the Purchaser

(5B) Request for salary adjustment for an employee assigned supervisory duties (Section IV.F. of the Salary Standardization Ordinance). (File No. 0383-95-3)

Department of Transportation	Class	Employee	BW Rate	Supervisor's recommended B/W rate
Supervisor:	7255 Power House Electrician Supv. I	Henry Ridgell	63.1 1985-2412	64.7 2145-2607
Subordinate:	7318 Electronic Maintenance Tech.	Ken Cox	63.7 2043-3483	

Recommendation: Adopt report; approve supervisory differential adjustment; notify department accordingly

(5C) Request to appoint new employees at a salary step higher than normal (Item No. 384-95-3)

Employee and Class	Department	Step Requested & Recommended	Annual 1st Step Salary	Annual Salary Rec. Step
Daniel Kalb 1844 Sr. Management Assistant	Community College District	2	42,439	44,527
William Jarboe 7233 Glazier Supv. I	S.F. Unified School District	3	47,685	52,565
Sandra Schultz 8176 Trial Attorney	District Attorney	5	55,985	68,043
Ritu Khanna 2977 Education Int. Specialist	S.F. Unified School District	5	43,065	52,304
Walter Gee 1372 Special Assistant XIII	Electricity & Telecom	5	58,777	71,436

Recommendation: Adopt report; approve requests to appoint employees at a salary step higher than normal; notify department accordingly.

(5D) Appeal of Background Rejection for Police Officer by William Conwell (Class Q-2) (File No. 1060-94-4)

May 15, 1995: Over to the meeting of June 5, 1995 at the request of Mr. Conwell's attorney

Recommendation: Over to the meeting of June 19, 1995, at the request of the San Francisco Police Department.

(5E) Appeal of Background Rejection for Police Officer by Cristina M. Serujo (Class Q-2) (File No. 0152-95-4)

Recommendation: Over to the meeting of June 19, 1995 at the request of the San Francisco Police Department.

(5F) Appeal of Background Rejection for Police Officer by Gaetano T. Basso (Class Q-2) (File No. 0009-95-4)

Recommendation: Over to the meeting of June 19, 1995 at the request of Mr. Basso.

(5G) Request to designate Assistant Director of Nursing (Class 2368) and Public Health Nurse (Class 2830) as promotive for layoff purposes (File No. 0400-95-5)

Recommendation: Over to the meeting of June 19, 1995 at the request of Local 790

(6) REGULAR BUSINESS (Items 6A through 6B)

(6A) Appeal of Background Rejection for Police Officer by Brian Madden (Class Q-2) (File No. 1063-94-4)

April 17, 1995: Off calendar; pending completion of another component of the examination process

Recommendation: Deny appeal, sustain the decision of the Chief of Police

(6B) Appeal of Background Rejection for Police Officer by Kevin A. Edison (Class Q-2) (File No. 0144-95-4)

Recommendation: Deny appeal, sustain the decision of the Chief of Police

(7) EMPLOYEE SEPARATIONS (Items 7A through 7E)

APPEAL OF AUTOMATIC RESIGNATION

- (7A) Michele Landi, Police Communications Dispatcher (Class 8238), San Francisco Police Department (File No. 0403-95-7)**

Recommendation of the San Francisco Police Department:

Deny appeal; approve automatic resignation. Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the San Francisco Police Department.

- (7B) Robert A. Tayac, Police Officer (Class Q-2), San Francisco Police Department (File No. 0404-95-7)**

Recommendation of the San Francisco Police Department:

Deny appeal; approve automatic resignation. Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the San Francisco Police Department.

TERMINATION OF ENTRANCE PROBATIONARY EMPLOYEE

- (7C) Emmanuel Belamide, Police Communications Dispatcher (Class 8238), San Francisco Police Department (File No. 0405-95-7)**

Recommendation of the San Francisco Police Department:

Dismiss from the City and County Service. No future employment with the San Francisco Police Department

DISMISSAL OF PERMANENT EMPLOYEE

- (7D) Thomas M. Dunne, Jr., Painter (Class 7346), Department of Parking and Traffic (File No. 0406-95-7)**

Recommendation of the Department of Parking and Traffic:

Future employment subject to the review and approval of the Human Resources Director after completion of one year of satisfactory work experience outside the City and County service. Not to be employed again by the Department of Parking and Traffic.

- (7E) Tadhg Lane, Senior Clerk Typist (Class 1426), District Attorney Family Support Bureau (File No. 0407-95-7)

Recommendation of the District Attorney's Office:

Not to be employed again by the District Attorney's Office

(8) COMMISSIONERS'S NEW BUSINESS AND REPORTS

(8A) COMMISSIONERS'S NEW BUSINESS

- ♦ From the Civil Service Commission Rules Revision Committee:

Proposed amendment to the Civil Service Commission Rules by deleting the following Civil Service Commission Rules (File No. 181-95-5):

Rule 9B -	Promotional Examination for Employees on Military Leave
Rule 18 -	Employee Relations - Grievance Procedure
Rule 23 -	Standing and Special Committees
Rule 24 -	Apprenticeship Program
Rule 27 -	Temporary Exchanges for Training Purposes
Rule 28 -	Employee Training Reimbursement Program
Rule 30 -	Personnel Service Records
Rule 31 -	Overtime
Appendix I,	
Rule 9D-	Promotional Examination for Employees on Military Leave (Item No. 8A)

April 3, 1995: Post for action at the meeting of June 5, 1995 with deletions effective July 1, 1995; refer to the Department of Human Resources Employee Relations Division for determination and completion of meet and confer or consultation obligations.

April 6, 1995: Referred to the Employee Relations Division

May 15, 1995: Status report requested

Recommendation: A representative from the Employee Relations Division has been requested to be in attendance to apprise the Commission of the status of these proposed Rule changes

- ♦ OTHER NEW BUSINESS

(8B) HUMAN RESOURCES DIRECTOR'S REPORT

(8C) EXECUTIVE OFFICER'S REPORT

(9) REQUESTS TO SPEAK

(10) ADJOURNMENT



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MINUTES

Regular Meeting
June 5, 1995

Room 428
Veterans Building, 401 Van Ness Avenue

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

BERT C. WALKER
EXECUTIVE OFFICER

TIME CONVENED

2:05 p.m.

ROLL CALL

Present: Commissioner Clopton
Commissioner Kosturos
Commissioner Munson (Items missed 6B; 7D; 7E; and 8A)
Commissioner Pon
Commissioner Rios

ELECTION OF OFFICERS

Commissioner Karen Clopton was elected President for a term expiring May 31, 1996 (Vote of 5 to 0). Commissioner Adrienne Pon was elected Vice President for a term expiring May 31, 1996 (Vote of 3 to 2. Commissioners Kosturos and Munson dissented).

MINUTES

Regular Meeting of May 15, 1995
Special Meeting of May 15, 1995
Special Meeting of May 26, 1995

Action: Approve

ANNOUNCEMENTS

The Civil Service Commission held a Special Meeting in Executive Session (closed session) on Monday, June 5, 1995 at 12:15 p.m. in Room 304 Veterans Building, to confer with the Commission's labor negotiator as authorized by California Government Code Section 54957.6. All members of the Civil Service Commission were present. The Commission conferred with and instructed the City's labor negotiator.

1060-94-4 Appeal of Background Rejection for Police Officer by William
Conwell (Class Q-2) (Item No. 5D)

Speakers: None

May 15, 1995: Over to the meeting of June 5, 1995 at the
request of Mr. Conwell's attorney

Action: Over to the meeting of June 19, 1995, at the
request of the San Francisco Police Department.

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1063-94-4 Appeal of Background Rejection for Police Officer by Brian Madden (Class Q-2) (Item No.6A)

April 17, 1995: Off calendar; pending completion of another component of the examination process

Speakers: None

Action: Off calendar; Mr. Madden failed to pass another component of the examination process.

0009-95-4 Appeal of Background Rejection for Police Officer by Gaetano T.Basso (Class Q-2) (Item No. 5F)

Speakers: None

Action: Over to the meeting of June 19, 1995 at the request of Mr. Basso.

0144-95-4 Appeal of Background Rejection for Police Officer by Kevin A. Edison (Class Q-2) (Item No. 6B)

Speakers: None

Action: Deny appeal; sustain the decision of the Chief of Police (Vote of 3 to 1: Commissioner Kosturos dissents).

0152-95-4 Appeal of Background Rejection for Police Officer by Cristina M. Serujo (Class Q-2) (Item No. 5E)

Speakers: None

Action: Over to the meeting of June 19, 1995 at the request of the San Francisco Police Department.

0383-95-3 Request for salary adjustment for an employee assigned supervisory duties (Section IV.F. of the Salary Standardization Ordinance). (Item No. 5B)

Department of Transportation	Class	Employee	BW Rate	Supervisor's recommended B/W rate
Supervisor:	7255 Power House Electrician Supv. I	Henry Ridgell	63.1 1985-2412	64.7 2145-2607
Subordinate:	7318 Electronic Maintenance Tech.	Ken Cox	63.7 2043-3483	

Speakers: None

Action: Adopt report; approve supervisory differential adjustment; notify department accordingly.

384-95-3 Request to appoint new employees at a salary step higher than normal (Item No. 5C)

Employee and Class	Department	Step Requested & Recommended	Annual 1st Step Salary	Annual Salary Rec. Step
Daniel Kalb 1844 Sr. Management Assistant	Community College District	2	42,439	44,527
William Jarboe 7233 Glazier Supv. I	S.F. Unified School District	3	47,685	52,565
Sandra Schultz 8176 Trial Attorney (<i>Over to 6/19/95</i>)	District Attorney	5	55,985	68,043
Ritu Khanna 2977 Education Int. Specialist	S.F. Unified School District	5	43,065	52,304
Walter Gee 1372 Special Assistant XIII	Electricity & Telecom	5	58,777	71,436

Speakers: Pro Tamara George, Department of Human Resources
Con: None

Action: 1. The matter concerning Sandra Schultz, District Attorney's Office, over to the meeting of June 19, 1995. The District Attorney's Office is requested to respond in writing to the questions posed by the Commission and conveyed to that office by the Department of Human Resources.

2. Adopt remainder of report; approve remaining requests to appoint employees at a salary step higher than normal; notify departments accordingly.

0400-95-5 Request to designate Assistant Director of Nursing (Class 2368) and Public Health Nurse (Class 2830) as promotive for layoff purposes (Item No. 5G)

Speakers: None

Action: Over to the meeting of June 19, 1995 at the request of Local 790.

0401-95-8 Review of requests for approval of proposed personal services contracts (Item No. 5A)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
125C-94/95	Mayor	125,000	Will serve as federal legislative representative, appointed by the Mayor	Continuing	8/31/96
126C-94/95	Mayor	125,000	Provide comprehensive preventive services to African American, Latino and Asian American girls ages 10-17.	Continuing	8/31/96

Item 5A, File No. 0401 -95-8 (Cont).					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
127C-94/95	Mayor	98,000	Provide basic computer literacy training, job preparedness education and employment services to youth	Continuing	8/31/96
128C-94/95	Mayor	658,264	Provide subsidies for licensed child care to children of low-and-moderate-income families with supportive health services and case management	Continuing	8/31/96
129C-94/95	Mayor	111,000	Coordinates services for 250 neighborhood youth, 10-17. Offers easy access to a variety of services including job readiness training, health, educational support, recreation, cultural activities and family support	Continuing	8/31/96
130C-94/95	Mayor	100,000	The employment of young people with disabilities offering pre-employment skills training, job development, placement and follow-up services	Continuing	8/31/96
131C-94/95	Mayor	45,000	After School Program to serve up to 200 Tenderloin youth from 1 to 18 years	Continuing	8/31/96
132C-94/95	Mayor	100,000	Establish a comprehensive service delivery system for underserved North Beach youth	Continuing	8/31/96
133C-94/95	Mayor	100,000	Job readiness and delinquency prevention program serving 36 teens children in 3 public housing communities	Continuing	8/31/96
134C-94/95	Mayor	100,000	Provide a variety of services using public and private health and social service providers	Continuing	8/31/96
135C-94/95	Mayor	80,000	Child development program which provides care and supervision to 3 age groups ages 2 - 8	Continuing	8/31/96
136C-94/95	Mayor	22,000	Health and social services position which is part of the Child Health and Disability Program	Continuing	8/31/96
137C-94/95	Mayor	200,000	Provide an array of streamlined information, education, emotional support and advocacy services to disabled children/youth and their families	Continuing	8/31/96

Item 5A, File No. 0401-95-8 (Cont).					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
138C-94/95	Mayor	350,000	Provide a coordinated and comprehensive network of neighborhood-based, after-school Learning Centers for 2,300 high risk youth in low-income areas of San Francisco	Continuing	8/31/96
139C-94/95	Mayor	38,000	Recruits, screens, trains, and supervises volunteers who provide advocacy and support to children removed from their homes due to abuse or neglect	Continuing	8/31/96
140C-94/95	Mayor	75,000	Provide recreational and academic enrichment before and after school	Continuing	8/31/96
141C-94/95	Mayor	100,000	Provide citywide culturally sensitive, comprehensive services to gay, lesbian, bisexual, transgender and questioning youth, 18 years and under	Continuing	8/31/96
142C-94/95	Mayor	50,000	Delinquency prevention program, targeting at-risk girls, ages 11-17 residing in public housing	Continuing	8/31/96
143C-94/95	Mayor	300,000	Deliver services to 700 youth between ages of 10 and 17 with a special emphasis on Mission District residents, girls teen women and non-English speaking youth	Continuing	8/31/96
144C-94/95	Mayor	135,000	Providing the intervention resources necessary to promote the formation and maintenance of a positive cultural, mental and physical well-being among high-risk youth residing in the Western Addition	Continuing	8/31/96
145C-94/95	Mayor	70,000	After-school tutorial program, with an athletic component as one of its wrap-around supportive services which serves as a youth incentive to encourage long-term participation in the tutorial component if the program	Continuing	8/31/96
146C-94/95	Mayor	50,000	Establish a concrete collaboration with City public agencies targeting the low income, high risk Samoan/Pacific Islander child/youth below the age of 18	Continuing	8/31/96

Item 5A, File No. 0401-95-8 (Cont).					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
147C-94/95	Mayor	100,000	Provide a comprehensive social, educational, and cultural program to low income, high risk Korean-American youths and their families	Continuing	8/31/96
148C-94/95	Mayor	250,000	Provide comprehensive youth services, after school activities and family preservation/clinical services for youth who are residents of the Sunset	Continuing	8/31/96
149C-94/95	Mayor	50,000	Delinquency prevention through a holistic program of recreation, education, health and community involvement that emphasizes parent and community participation	Continuing	8/31/96
150C-94/95	Mayor	114,000	Provide child care, child development services to 24 preschool children in a Bilingual (Spanish/English) age appropriate developmental activity program which will include nutrition and recreation	Continuing	8/31/96
151C-94/95	Mayor	1,178,000	Provide 600 San Francisco youth with job readiness training and subsidized employment opportunities	Continuing	8/31/96
152C-94/95	Mayor	123,000	Provide case management, individual/group/family counseling, life/health skills and education, employment readiness/placement and recreation/social/cultural activities	Continuing	8/31/96
153C-94/95	Mayor	230,000	Provide clinical and case management services to homeless and recently homeless children and their families referred from seven family and domestic violence shelters in San Francisco	Continuing	8/31/96
154C-94/95	Mayor	200,000	Will serve 510 Latino/Hispanic newcomer children and their families in greater Mission district with an array of child development, health, education, cultural enrichment, and family support services	Continuing	8/31/96

Item 5A, File No. 0401-95-8 (Cont)					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
155C-94/95	Mayor	50,000	After-school study guidance and tutorials to encourage academic success	Continuing	8/31/96
156C-94/95	Mayor	25,000	Provide job training and skills to high risk Filipino youth newly arrived, single parents, economically disadvantaged youth unlikely to continue education past high school or GED	Continuing	8/31/96
157C-94/95	Mayor	77,000	Prevention program targeted at 7th grade students of the SFUSD which educates them to the realities and myths of teenage pregnancy	Continuing	8/31/96
158C-94/95	Mayor	400,000	Provide a set of services to 200 children, youth, and their families from the ages 8 to 16 years who reside in the Western Additional section of SF	Continuing	8/31/96
159C-94/95	Mayor	100,000	Provide child care and health and social services; serves grandparent/kinship caretaker families and their children	Continuing	8/31/96
160C-94/95	Mayor	65,000	Citywide approach to integrate children with disabilities into existing educational, cultural, social and recreational community-based programs	Continuing	8/31/96
161C-94/95	Mayor	194,000	Provide comprehensive education and support services to 713 children, youth and their families in the Tenderloin	Continuing	8/31/96
162C-94/95	Mayor	200,000	Project staff assess and design individualized release plans for youth who would otherwise be confined in SF's Youth Guidance Center	Continuing	8/31/96
163C-94/95	Mayor	385,000	Provide child care and health and social services; Head Start and child mental health experts, offers 3,000 children, their families and providers of all ethnic and cultural groups	Continuing	8/31/96

Item 5A, File No. 0401-95-8 (Cont).					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
164C-94/95	Mayor	564,595	Will seek to improve the school performance, mental health, physical health, family involvement, and cross cultural interaction of over 300 recently arrived immigrants and refugees from many ethnic backgrounds and neighborhoods attending Newcomer High School	Continuing	8/31/96
165C-94/95	Mayor	250,000	Provide health and social services, job readiness, and delinquency prevention program serving one of the city's highest risk youth populations	Continuing	8/31/96
166C-94/95	Mayor	140,000	Serves 827 youth in Visitation Valley with a continuum of services for youth, their families and community that fill basic personal and social needs and build individual and community competency	Continuing	8/31/96
167C-94/95	Mayor	100,000	Provide community services, career development, and job placement collaborative serving 1,000 at-risk youth	Continuing	8/31/96
168C-94/95	Mayor	125,000	Provide extending educational and pre-vocational training services to those recently released from detention	Continuing	8/31/96
169C-94/95	Mayor	165,000	Provide health and social services focus on increasing the coping skills of the child with special needs, reducing family stress, and enhancing family life	Continuing	8/31/96
170C-94/95	Mayor	425,000	Will serve at-risk 6-12 year old children living or attending school in the Western Addition in an after-school and summer program	Continuing	8/31/96
171C-94/95	Mayor	200,000	Provide comprehensive service to 450 low-income, mono-lingual immigrant Asian children pre-natal to 5 years old and their families	Continuing	8/31/96
172C-94/95	Mayor	244,000	Will administer a Dropout Prevention Program to youth, ages 13 to 15, who are behind in school work and grade level and at-risk of dropping out.	Continuing	8/31/96

Item 5A, File No. 0401-95-8 (Cont).					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
173C-94/95	Public Health	471,709	A Level 14 sub-acute residential and day treatment program for adolescents	Continuing	6/30/96
174C-94/95	Public Health	709,865	Provide employment for any individual of the target population of 16 years of age who desires paid employment	Continuing	6/30/99
175C-94/95	Public Health	825,000	Fiscal agent for implementing clinical and administrative managed care functions within the Division of Mental Health	Continuing	6/30/96
176C-94/95	Public Health	474,275	Collaborative with DMS Children's Services, for Child Crisis Comprehensive Program with Medi-Cal, Short-Doyle, MAC mechanisms and Title IV emergency assistance collection capability	Continuing	6/30/99
177C-94/95	Public Health	601,281	Provides a comprehensive set of services to adults over the age of 60 as part of the Geriatric Service Cluster	Continuing	6/30/99
178C-94/95	Public Health	365,853	Provides crisis response, intake, assessment, linkage and referral for the lesbian, gay and bisexual population	Continuing	6/30/99
179C-94/95	Public Health	404,000	Provide mental health services in the Special Education (SED) classroom	Continuing	6/30/99
180C-94/95	Public Health	352,161	Thundersced day treatment services adults who have significant histories of mental illness and who are a constant risk of acute hospitalization	Continuing	6/30/99
181C-94/95	Public Health	2,307,007	Provides transitional residential treatment and intensive day care full day and medication support services	Continuing	6/30/99
182C-94/95	Public Health	200,000	Provide portable X-Ray examinations for inmates in S.F. County Hails, and homeless shelters	Continuing	6/30/96
183C-94/95	Public Health	2,158,574	An array of mental health services provided by 167 agencies and individuals on an as-needed basis to approximately 400 severely emotionally disturbed children enrolled in the Family Mosaic Project	Continuing	6/30/96

Item 5A, File No. 0401-95-8 (Cont).					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
041R-94/95	Art Commission	800,000	Symphony POPS Concert performances 7/7 to 7/29/95	Regular	7/29/96
042R-94/95	Public Utilities Water	700,000	Develop sample plans and procedures for sample collection, analyze water samples, review laboratory results, compile reports to USEPA.	Regular	2 years
043R-94/95	Public Utilities Water	150,000	Water Resources Technical Assessments and reports required to prepare the Sunol Valley Resources Management Plan	Regular	10 months
044R-94/95	Public Utilities Water	190,000	Development of comprehensive Watershed Plans: Sunol Valley Resource Management Plan	Regular	2 months
045R-94/05	Airport	130,000	Assist and advise the Airport in the smooth and timely transition of the operation of the Airport's medical clinic from S.F.I.A Medical Group to SFGH	Regular	6/30/96
046R-94/95	Airport	350,000	Media campaigns to promote ground transportation services	Regular	6/27/96
047R-94/95	Airport	190,000	Sky cap services for passengers arriving by courtesy buses at the terminal center islands	Regular	5/31/96
048R-94/95	Airport	500,000	Provide professional architectural and engineering services on an as-needed basis for the programming and conceptual planning	Regular	9/31/99
049R-94/95	Airport	23,033,500	Provide construction management services for the new International Terminal and related projects	Regular	6 years
050R-94/95	Airport	200,000	Provide design management and construction management assistance to Airport Project Manager	Regular	1 year
051R-94/95	Airport	14,000,000	Provide construction management services for the Automated Guideway Transit (AGT) System	Regular	5 years
052R-94/95	Airport	1,080,000	Provide construction management services on an as-needed basis for the Master Plan projects	Regular	5 years

Item 5A, File No. 0401-95-8 (Cont).					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
053R-94/95	Airport	2,500,000	Provide design management and construction management assistance to Airport Project Manager in areas of project scheduling and reporting, contract administration, constructability review, value engineering, cost estimating, budgeting and material testing and inspection	Regular	5 years
054R-94/95	Airport	4,000,000	Provide construction management services on an as-needed basis for the Master Plan roadway project	Regular	5/31/2002
055R-94/95	Airport	2,024,490	Provide construction management services for the North Field Cargo Facilities Master Plan project	Regular	4 years
056R-94/95	Airport	12,000,000	Provide overall coordinating Construction management for the Airport Master Plan Program	Regular	6 years
057R-94/05	Airport	1,500,000	Provide overall coordination and implementation of the Boarding Area and South Terminal projects for the Airports, tenants, and Master Plan contractors	Regular	12/31/99
058R-94/95	Airport	4,647,000	Provide design management and construction management assistance to Airport Project Manager in areas of project scheduling and reporting, contract administration, constructability review, value engineering, costing estimating, budgeting, and material testing and inspection	Regular	52 months
059R-94/95	Airport	11,160,000	Provide construction management services for the Master Plan projects	Regular	12/31/99
060R-94/95	Airport	6,000,000	Provide design management and construction management assistance to Airport Project Manager in areas of project scheduling and reporting, contract administration, constructability review, value engineering, cost estimating, budgeting, and material testing and inspection	Regular	6 years

Item 5A, File No. 0401-95-8 (Cont).					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
061R-94/95	Airport	500,000	Provide construction management services on an as-needed basis for the Master Plan projects	Regular	12/31/2000
062R-94/95	Public Health	88,340	Provide specialized legal services pertaining to health issues; primarily in the areas of hospital licensure and certification	Regular	6/30/95
063R94/95	Public Health	350,000	Provide on-call, back-up medical transcription service whenever there is a backlog of work in the various division of the DPH	Regular	7/31/96
064R-94/95	Public Health	60,000	Provide specialized legal services pertaining to health issues primarily in the areas of hospital licensure and certification, Medi-Cal and Medicare regulations and reimbursement, hospital by-laws, medical staff by-laws and bio-medical ethics	Regular	6/30/96
065R-94/95	Public Health	70,000	Cytology services to the Family Planning Program at District Health Centers and other designated sites	Regular	8/31/96
066R-94/95	Public Works	1,500,000	Provide as-needed civil and environmental engineering consultation services required to resolve a wide array of environmental issues involved in planning, property acquisition, sampling and assessment, health and safety, construction and facility maintenance and repair	Regular	6/30/97
067R94/95	Public Works	1,500,000	Provide as-needed civil and environmental engineering consultation services required to resolve a wide array of environmental issues involved in planning, property acquisition, sampling and assessment, health and safety construction and facility maintenance and repair	Regular	6/30/97

Item 5A, File No. 0401-95-8 (Cont).					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
068R-94/95	Public Works	1,500,000	Provide as-needed civil and environmental engineering consultation services required to resolve a wide array of environmental issues involved in planning, property acquisition, sampling and assessment, health and safety, construction and facility maintenance and repair	Regular	6/30/97
069R-94/95	Public Works	1,500,000	Provide as-needed civil and environmental engineering consultation services required to resolve a wide array of environmental issues involved in planning, property acquisition, sampling and assessment, health and safety, construction and facility maintenance and repair	Regular	6/30/97
070R-94/95	Public Works	1,500,000	Provide as-needed civil and environmental engineering consultation services required to resolve a wide array of environmental issues involved in planning, property acquisition, sampling and assessment, health and safety, construction and facility maintenance and repair	Regular	6/30/97
071R-94/95	Public Works	20,000	Develop database of environmental sample data using extensive "hardcopy" versions of sample analysis data	Regular	2 years
072R-94/95	Public Works	1,000,000	Maintain monitoring instrumentation and control systems throughout the Bureau of Water Pollution Control	Regular	1 year
073R-94/95	Public Works	200,000	Perform hydrologic and hydraulic analysis; evaluate and model the performance of combined sewer overflow facilities; assist with the development of operational strategies and monitoring programs to ensure compliance with regulatory requirements	Regular	2 years
074R-94/95	Public Works	11,714,000	Construction Management services for Earthquake Safety Program Phase 2	Regular	84 months

Speakers: Contract 046R-94/95:

Pro: James Ilnicki; Airport

Con: Linda Jofuku, Local 21

Contract 049R-94/95 through 061R-94/95

Pro: Jim Ilnicki, Airport
Gene Bordegaray, Airport
Con: Linda Jofuku, Local 21

Contract 048R-94/95

Pro: Jim Ilnicki, Airport
Ron Castillo, Airport
Con: Linda Jofuku, Local 21

Contract 074R-94/95

Pro: Jim Horan, Department of Public Works
Joe Cheung, Department of Public Works
Con: Linda Jofuku, Local 21

Action: Adopt Human Resources Director's Report; notify the offices of the Controller and the Purchaser

0401-95-8 Review of requests for approval of proposed personal services contracts (Item No. 5H)

PSC#	Department	Amount	Type of Services	Type of Approval	Duration
054A-94/95	Public Works	10,000	Recruitment of minority and female engineering students as part of the Bureau of Engineering Affirmative Action Outreach Program	Annual	1 year

Speakers: Pro: Jim Horan, Department of Public Works
Con: Linda Jofuku, Local 21

April 17, 1995: Over to the meeting of May 1, 1995, at the direction of the Civil Service Commission.

May 1, 1995: Contract 054A-94/95 over to the meeting of May 15, 1995 at the request of the Department of Human Resources.

May 15, 1995: Over to the meeting of June 5, 1995 at the request of the Department of Public Works.

Action: Adopt Human Resources Director's Report; notify the offices of the Controller and the Purchaser

0403-95-7 Michele Landi, Police Communications Dispatcher (Class 8238), San Francisco Police Department (Item No. 7A)

Action: Off calendar at the request of the San Francisco Police Department.

0404-955-7 Robert A. Tayac, Police Officer (Class Q-2), San Francisco Police Department (Item 7B)

Speakers: None

Action: Over to the meeting of June 19, 1995 at Mr. Tayac's request.

0405-95-7 Emmanuel Belamide, Police Communications Dispatcher (Class 8238), San Francisco Police Department (Item No. 7B)

Speakers: None

Action: Over to the meeting of June 19, 1995 at the request of Local 790

0406-95-7 Thomas M. Dunne, Jr., Painter (Class 7346), Department of Parking and Traffic (Item 7C)

Speakers: Con: Frederick Roesti, City Attorney
Pro: None

Action: Over to the meeting of July 17, 1995 at the request of Mr. Dunne's attorney.

0407-95-7 Tadhg Lane, Senior Clerk Typist (Class 1426), District Attorney Family Support Bureau (Item No. 7E)

Speakers: Pro: Edwina Young, District Attorney's Office
Con: None

Action: Not to be employed again by the District Attorney's Office (Mr. Lane failed to appear).

COMMISSIONERS'S NEW BUSINESS (Item No. 8A)

Proposed amendment to the Civil Service Commission Rules by deleting the following Civil Service Commission Rules (File No. 181-95-5):

Rule 9B - Promotional Examination for Employees on Military Leave
Rule 18 - Employee Relations - Grievance Procedure
Rule 23 - Standing and Special Committees
Rule 24 - Apprenticeship Program
Rule 27 - Temporary Exchanges for Training Purposes
Rule 28 - Employee Training Reimbursement Program
Rule 30 - Personnel Service Records
Rule 31 - Overtime
Appendix I,
Rule 9D- Promotional Examination for Employees on Military Leave (Item No. 8A)

April 3, 1995: Post for action at the meeting of June 5, 1995 with deletions effective July 1, 1995; refer to the Department of Human Resources Employee Relations Division for determination and completion of meet and confer or consultation obligations.

April 6, 1995: Referred to the Employee Relations Division

May 15, 1995: Status report requested

June 6, 1995: A representative from the Employee Relations Division has been requested to be in attendance to apprise the Commission of the status of these proposed Rule changes.

Action: The Employee Relations Director was requested to process these Rules amendments as soon as possible.

HUMAN RESOURCES DIRECTOR'S REPORT (Item 8B)

None.

EXECUTIVE OFFICER'S REPORT (Item No. 8C)

None.

REQUESTS TO SPEAK

None.

ADJOURNMENT

4:35 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

A G E N D A

DOCUMENTS DEPT.

JUN 15 1995

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Regular Meeting

of

June 19, 1995

2:00 p.m.

Room 428,
Veterans Building, 401 Van Ness Avenue

Order of Business

Part I - 2:00 p.m.

1. CALL TO ORDER AND COMMISSION ROLL CALL
2. MINUTES
3. ANNOUNCEMENTS
4. REQUEST FOR RECONSIDERATION OF CIVIL SERVICE COMMISSION ACTION OF JUNE 5, 1995
5. CONSENT AGENDA
6. REGULAR BUSINESS
7. SPECIAL ORDER OF BUSINESS - 3:00 p.m.

Part II - 4:00 p.m.

8. EMPLOYEE SEPARATIONS
9. COMMISSIONERS'S NEW BUSINESS AND REPORTS
10. REQUESTS TO SPEAK
11. ADJOURNMENT

195
KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ROBERT C. WALKER
EXECUTIVE OFFICER

Notice of Commission Hearing Procedures

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or City and County departmental staff. These reports are available for inspection in the Office of the Executive Officer, Civil Service Commission, Veterans Building, 401 Van Ness Avenue, Room 304, approximately two (2) business days prior to the meeting date. Call 554-4747 to determine the availability of reports to the Commission. If practicable, copies of Commission reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents per page reproduction fee.

All written material to be considered by the Commission in support of an agenda item shall be submitted to the Executive Officer in Room 304, Veterans Building, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, Tuesday). An original and nine (9) copies shall be provided (Rule 5.16). All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

A request for a continuance (a delay to another meeting) may be directed to the Executive Officer prior to the meeting by calling 554-4747 or by submitting the request in writing to Room 304, Veterans Building. Telephone requests must be confirmed in writing. The Commission will consider a request for a continuance that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

Requests to hear items out of order and for private hearings are to be directed to the Commission President at the beginning of each section of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.1): The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: If a matter is severed from the Consent Agenda, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. No other person shall be permitted to speak.

Regular Agenda: Presentation by departmental representative for a maximum time of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by the department for a maximum time limit of ten (10) minutes unless extended by the Commission.

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

Presentation by the employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

Requests to Speak before the Civil Service Commission

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission may complete a "REQUEST TO ADDRESS THE COMMISSION" form and submit it to the Executive Officer, Civil Service Commission, before the meeting in Room 304 Veterans Building, 401 Van Ness Avenue, or at the Civil Service Commission meeting. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Requests will be numbered in the order of receipt. This number will determine the order that speakers will be heard; OR

A person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission without completing a Request form. These speakers will be heard following the speakers with a Request form.

In either case, speakers are not required to identify themselves or provide identifying information.

Maximum time allowed each speaker is three (3) minutes. Total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

The Civil Service Commission normally meets in Room 428, Veterans Building, 401 Van Ness Avenue. However, meetings not held in this room are conducted in the Civic Center Area.



The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 1/2 blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.



The following services are available on request 72 hours prior to the meeting: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Civil Service Commission Executive Officer's Office at 554-4747 to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Notice

As provided in the San Francisco Sunshine Ordinance, Civil Service Commission Meetings are tape-recorded. These tape recordings are available for public review starting on the day after the Commission meeting in Room 304 Veterans Building, 401 Van Ness Avenue. Recordings will be retained for a minimum of ten (10) business days.

**City and County of San Francisco
Civil Service Commission**

**Agenda for Regular Meeting
June 19, 1995**

PART I - 2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND COMMISSION ROLL CALL

(2) MINUTES

Regular Meeting of June 5, 1995

(3) ANNOUNCEMENTS

- A. Announcement of changes to agenda
- B. Executive Session, June 19, 1995
- C. Other announcements

**(4) REQUEST FOR RECONSIDERATION OF CIVIL SERVICE
COMMISSION ACTION OF JUNE 5, 1995 FROM
COMMISSIONER GEORGE KOSTUROS:**

ELECTION OF OFFICERS

June 5, 1995: Commissioner Karen Clopton was elected President for a term expiring May 31, 1996 (Vote of 5 to 0); Commissioner Adrienne Pon was elected Vice President for a term expiring May 31, 1996 (Vote of 3 to 2: Commissioners Kosturos and Munson dissented).

(5) CONSENT AGENDA (ITEM 5A THROUGH 5H)

All matters listed on the Consent Agenda are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Agenda and considered as a separate item.

(5A) Review of requests for approval of proposed personal services contracts (File No. 0468-95-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
184C-94/95	Mayor	711,840	Prepare and deliver individualized lunch and snack units to approximately 110 food services sites citywide	Continuing	9/30/95
185C-94/95	Public Health	25,000	Will collaborate with the SF DPH AIDS Office and Haight-Ashbury Free Clinic on assessing the epidemiologic and prevention effectiveness of HIV/AIDS related services	Continuing	6/30/2000

Item 5A, File No.0468-95-8 (Cont).					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
186C-94/95	Public Health	35,000	Provide group interventions to decrease violence and after-care linkage to prevention and social services designed to decrease the rate of HIV infection and/or disease as well as future incarceration.	Continuing	6/30/2000
187C-94/95	Public Health	600,000	Designing curricula and delivering courses on sexually transmitted diseases (STD) and HIV diagnosis and treatment	Continuing	6/30/2000
188C-94/95	Public Health	132,101	Provide logistical and technical support to the HIV Prevention Planning Council in order to establish a standardized list of variables to be used to evaluate HIV prevention strategies.	Continuing	12/31/96
189C-94/95	Social Services	300,000	Provide a training program for staff in the DSS Family and Children's Services Division; to enhance the department's ability to deliver emergency, protective, family preservation and provide workshops and conferences on critical subjects to the division.	Continuing	6/30/97
190C-94/95	Retirement	200,000	Will assist the Department in developing an investment strategy to monitor the alternative assets portion of the portfolio.	Continuing	6/30/96
191C-94/95	Retirement	140,000	Assisting the Department in creating a major real estate program.	Continuing	6/30/96
192C-94/95	Retirement	1,600,000	Act as custodial agent of the assets of the Retirement Trust Fund.	Continuing	6/30/96
193C-94/95	Retirement	257,000	Provide investment measurement consulting services to the System.	Continuing	6/30/96
194C-94/95	Retirement	225,000	Will direct the investment of an allocated portion of the <u>equity</u> assets of the Retirement System's portfolio.	Continuing	6/30/96
195C-94/95	Retirement	225,000	Will direct the investment of an allocated portion of the <u>equity</u> assets of the Retirement System's investment portfolio.	Continuing	6/30/96
196C-94/95	Retirement	475,000	Will direct the investment of an allocated portion of the <u>equity</u> assets of the Retirement System's portfolio.	Continuing	6/30/96

Item 5A, File No. 0468-95-8 (Cont.)					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
197C-94/95	Retirement	1,000,000	Will direct the investment of an allocated portion of the <u>equity</u> assets of the Retirement System's portfolio.	Continuing	6/30/96
198C-94/95	Retirement	525,000	Will direct the investment of an allocated portion of the <u>equity</u> assets of the Retirement System's portfolio.	Continuing	6/30/96
199C-94/95	Retirement	900,000	Will direct the investment of an allocated portion of the <u>equity</u> assets of the Retirement System's portfolio.	Continuing	6/30/96
200C-94/95	Retirement	1,100,000	Will direct the investment of an allocated portion of the <u>fixed income</u> assets of the Retirement System's investment portfolio.	Continuing	6/30/96
201C-94/95	Retirement	480,000	Will direct the investment of an allocated portion of the <u>international fixed income</u> assets of the Retirement System's investment portfolio.	Continuing	6/30/96
202C-94/95	Retirement	270,000	Will direct the investment of an allocated portion of the <u>fixed income</u> assets of the Retirement System's investment portfolio.	Continuing	6/30/96
203C-94/95	Retirement	865,000	Will direct the investment of an allocated portion of the <u>international equity</u> assets of the Retirement System's investment portfolio.	Continuing	6/30/96
204C-94/95	Retirement	1,900,000	Will direct the investment of an allocated portion of the <u>equity</u> assets of the Retirement System's investment portfolio.	Continuing	6/30/96
205C-94/95	Retirement	460,000	Will direct the investment of an allocated portion of the <u>equity</u> assets of the Retirement System's investment portfolio.	Continuing	6/30/96
206C-94/95	Retirement	400,000	Will direct the investment of an allocated portion of the <u>fixed income</u> assets of the Retirement System's investment portfolio.	Continuing	6/30/96
207C-94/95	Retirement	400,000	Will direct the investment of an allocated portion of the <u>equity</u> assets of the Retirement System's investment portfolio.	Continuing	6/30/96

Item 5A, File No. 0468 -95-8 (Cont).					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
208C-94/95	Retirement	1,350,000	Will direct the investment of an allocated portion of the <u>international fixed income</u> assets of the Retirement System's investment portfolio.	Continuing	6/30/96
209C-94/95	Retirement	1,100,000	Will direct the investment of an allocated portion of the <u>international equity</u> assets of the Retirement System's investment portfolio.	Continuing	6/30/96
210C-94/95	Retirement	115,000	Will direct the investment of an allocated portion of the <u>equity</u> assets of the Retirement System's investment portfolio.	Continuing	6/30/96
211C-94/95	Retirement	180,000	Provide actuarial services to the Retirement System.	Continuing	6/30/96
075R-94/95	Police	54,000	Assistance and software support for the purpose of ongoing capacity management activities at the Hall of Justice Data Center, with emphasis on cost and service management.	Regular	6/30/96
076R-94/95	Police	384,000	Support computer-aided dispatching, false alarm, Mobile Terminal System and communication programs	Regular	6/30/96
077R-94/95	Public Health	720,000	Provide highly specialized medical and surgical services to medically indigent adults	Regular	6/30/96
078R-94/95	Public Works	60,000	Provide specialized experience to train and support MIA staff at BOE, BCM and BOA in planning, design and implementation of a project labor cost distribution system to interface with and support the new ON-LINE FAMIS system.	Regular	10 Months
079R-94/95	Airport	675,000	Geotechnical assessment of all available geologic, seismic, geotechnical and environmental reports and perform soils testing work in order to determine the properties of the underlying soils; perform fault activity studies to determine site-specific response spectra for risk construction; provide recommendations for the design of foundations and structural support systems; provide geotechnical design review services for Airport roadway projects.	Regular	12/31/2000

Item 5A, File No.0468-95-8 (Cont).					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
080R-94/95	Airport	1,427,926	Provide engineering design services for the Boarding Area A Aircraft Apron, Contract 5511, consisting of approximately 655,000 square feet of concrete transitions to adjacent taxiways, drainage and other utility improvements.	Regular	8/31/2000
081R-94/95	Airport	1,000,000	Site assessment; development of remediation plans; environmental and health risk assessment; engineering design and construction plans, specs, and provision of oversight services	Regular	One year
082R-94/95	Airport	1,783,600	Provide engineering services for the design of the new Utility Tunnel and the relocation of utilities to serve the existing terminal facilities and the new International Terminal, New Boarding Area G and the Ground Transportation Center	Regular	4/30/97
083R-94/95	Chief Administrative Officer	149,000	Will implement the Home Composting Program and assist schools in implementing on-site composting.	Regular	One year
084R-94/95	Chief Administrative Officer	60,000	Will write the first two drafts of a Request for Proposal (RFP) for the computer hardware and software, telephone equipment and other specialized equipment used in a modern dispatch center.	Regular	3/1/96
085R-94/95	Public Utilities Water	120,000	Provide professional services to assist staff in the computer modeling of the SF Water and Power System in order to evaluate alternative methods of predicting reservoir levels, snow melt runoff, hydro electric generation water drafts and other hydrologic-related tasks as needed.	Regular	8/31/96
086R-94/95	Purchasing	110,000	Will prepare system and user documentation, program specifications, and test plans and scripts; carry out tests; define database and file modifications; conduct user training; and test custom enhancements.	Regular	6/30/96

Recommendation: Adopt Human Resources Director's Report; notify the offices of the Controller and the Purchaser

(5B) Request for salary adjustments for employees assigned supervisory duties (Section IV.F. of the Salary Standardization Ordinance). (File No. 0438-95-3)

Public Works	Class	Employee(s)	BW Rate	Supervisor's recommended B/W rate
Supervisors:	7215 Gen. Laborer Supv. I	Henry Texson Clifton Wong	54.5 1310-1588	58.5 1588-1927
Subordinates:	7328 Operating Engineer	Various Employees	60.9 1714-2166	
Supervisors:	7220 Asphalt Finisher Supv. I	John Curran William Frisella Anthony Montoya Mike Kelly Kevin O'Connor Aramando Solarzano	60.1 1714-2084	61.9 1871-2274
Subordinates:	7328 Operating Engineer	Various Employees	60.9 1714-2166	
Supervisors:	7828 Street Repair Supv. II	Philip Galli Niles McDonald	61.3 1818-2209	(\$1.00 over subordinate's salary) 1872-2275
Subordinates:	7220 Asphalt Finisher	Various Employees	61.9 1871-2274	

Recommendation: Adopt report; approve supervisory differential adjustment; notify department accordingly

(5C) Request to appoint new employees at a salary step higher than normal (Item No. 384-95-3)

Employee and Class	Department	Step Requested & Recommended	Annual 1st Step Salary	Annual Salary Rec. Step
Sandra Schultz 8176 Trial Attorney	District Attorney	5	55,985	68,043

June 5, 1995: The matter concerning Sandra Schultz, District Attorney's Office, over to the meeting of June 19, 1995. The District Attorney's Office is requested to respond in writing to the questions posed by the Commission and conveyed to that office by the Department of Human Resources.

Recommendation: Adopt report; approve requests to appoint employees at a salary step higher than normal; notify department accordingly.

(5D) Request to appoint new employees at a salary step higher than normal (Item No. 0384-95-3)

Employee and Class	Department	Step Requested & Recommended	Annual 1st Step Salary	Annual Salary Rec. Step
Carolyn Hamilton 1115 Chief Investment Officer	Retirement	3	90,802	110,377
Charles Camilleri 5102 Public Bldgs. Maint. & Repair Asst. Supt.	Public Works	5	67,103	81,589
John Cone 5102 Public Bldgs. Maint. & Repair Asst. Supt.	Public Works	5	67,103	81,589

Recommendation: Adopt report; approve requests to appoint employees at a salary step higher than normal; notify department accordingly

(5E) Actuarial Study related to the Transit Operators Trust Fund established by Charter Section 8.404 for Fiscal Year 1994-95 (File No. 0465-95-3)

Recommendation: Transmit actuarial study to the Board of Supervisors; Director, Department of Transportation, Controller's Office; and representatives of the Transport Workers Union, for review and meet and confer considerations.

(5F) Request for Proposal (RFP) for Classification Study (citywide, including classes represented by the Municipal Executives Association (MEA) and designated unrepresented classes). (File No. 0479-95-1)

Recommendation: Approve Request for Proposal; authorize distribution before June 30, 1995.

(5G) Request to designate Assistant Director of Nursing (Class 2368) and Public Health Nurse (Class 2830) as promotive for layoff purposes (File No. 0400-95-5)

June 5, 1995: Over to the meeting of June 19, 1995 at the request of Local 790

Recommendation: Off calendar at the request of the Department of Public Health; two separate reports, one for each class, to substitute for this consolidated item submitted by the Department of Public Health (See File No. 0463-95-5, Item No. 7A) and File No. 0464-95-5, Item No. 7B)

(5H) Emmanuel Belamide, Police Communications Dispatcher (Class 8238), San Francisco Police Department (File No. 0405-95-7)

June 5, 1995: Over to the meeting of June 19, 1995 at the request of Local 790

Recommendation: Off calendar pending determination of jurisdictional issue.

(6) REGULAR BUSINESS (Items 6A through 6G)

(6A) Appeal of Background Rejection for Police Officer by William Conwell (Class Q-2) (File No. 1060-94-4)

May 15, 1995: Over to the meeting of June 5, 1995 at the request of Mr. Conwell's attorney

June 5, 1995: Over to the meeting of June 19, 1995, at the request of the San Francisco Police Department.

Recommendation: Deny appeal; sustain the decision of the Chief of Police

(6B) Appeal of Background Rejection for Police Officer by Cristina M. Serujo (Class Q-2) (File No. 0152-95-4)

June 5, 1995: Over to the meeting of June 19, 1995 at the request of the San Francisco Police Department.

Recommendation: Deny appeal; sustain the decision of the Chief of Police

(6C) Appeal of Background Rejection for Police Officer by Gaetano T. Basso (Class Q-2) (File No. 0009-95-4)

June 5, 1995: Over to the meeting of June 19, 1995 at the request of Mr. Basso.

Recommendation: Deny appeal; sustain the decision of the Chief of Police

(6D) Appeal of Background Rejection for Police Officer by Paul M. Miyamoto (Class Q-2) (File No. 1068-94-4)

Recommendation: Deny appeal; sustain the decision of the Chief of Police.

(6E) Appeal of Background Rejection for Police Officer by Donald L. Hansen (Class Q-2) (File No. 0301-95-4)

Recommendation: Deny appeal; sustain the decision of the Chief of Police.

- (6F) Appeal of residency for Firefighter (Class H-2) by Karl Jurado (File No 0337-95-4)**

Recommendation: Deny appeal; sustain the decision of the Chief of the San Francisco Fire Department

- (6G) Appeal of the Accelerated Testing Program (ATP) examination announcement for Psychiatric Social Worker (Class 2930). (File No. 0480-95-4)**

Recommendation: Adopt staff report; deny appeal.

- (7) SPECIAL ORDER OF BUSINESS - 3:00 p.m.**

- (7A) Request to designate Public Health Nurse as promotive for layoff purposes (Class 2830) (File No. 0463-95-5)**

Recommendation: Adopt staff report; designate Public Health Nurse (Class 2830) as promotive for layoff purposes.

- (7B) Request to designate 2368 Assistant Director of Nursing as promotive for layoff purposes (Class 2368) (File No. 0464-95-5)**

Recommendation: Adopt staff report, designate Assistant Director of Nursing (Class 2368) as promotive for layoff purposes.

Part II - 4:00 p.m.

(8) EMPLOYEE SEPARATIONS (Items 8A through 8B)

APPEAL OF AUTOMATIC RESIGNATION

(8A) Robert A. Tayac, Police Officer (Class Q-2), San Francisco Police Department (File No. 0404-95-7)

June 5, 1995: Over to the meeting of June 19, 1995 at Mr. Tayac's request.

Recommendation of the San Francisco Police Department:

Deny appeal; approve automatic resignation. Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the San Francisco Police Department.

TERMINATION OF TEMPORARY FROM ELIGIBLE LIST

(8B) Dora Gordon, Transit Operator (Class 9163), Department of Transportation - Municipal Railway (0477-95-7)

Recommendation of the Department of Transportation - Municipal Railway

Dismiss from the City and County Service; no future employment with the Department of Transportation

(9) COMMISSIONERS'S NEW BUSINESS AND REPORTS

(9A) COMMISSIONERS'S NEW BUSINESS

(9B) HUMAN RESOURCES DIRECTOR'S REPORT

1. Alternative complaint resolution model

2. Analysis of provisional appointments

(9C) EXECUTIVE OFFICER'S REPORT

(10) REQUESTS TO SPEAK

(11) ADJOURNMENT



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MINUTES

Regular Meeting
June 19, 1995

Room 428
Veterans Building, 401 Van Ness Avenue

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KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

BERT C. WALKER
EXECUTIVE OFFICER

TIME CONVENED

2:45 p.m.

ROLL CALL

Present: Commissioner Clopton
Commissioner Kosturos
Commissioner Munson
Commissioner Pon
Excused: Commissioner Rios

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JUN 27 1995

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MINUTES

Regular Meeting of June 5, 1995

Action: Approve

ANNOUNCEMENTS

The Civil Service Commissioner held a Special Meeting in Executive Session (closed session) on Monday, June 19, 1995 at 12:30 p.m. in Room 304A Veterans Building to discuss a Personnel Matter, Labor Negotiations, and items having substantial likelihood of litigation as authorized by California Government Code Sections 54957, 54957.6, and 54957.9, respectively. Present were Commissioners Clopton, Kosturos, Munson and Pon. On the Personnel Matter, the Commissioners took no action. The Commissioners conferred with the City's Labor Negotiator on Labor Negotiations issues and with the City Attorney on issues with substantial likelihood of litigation. The Commissioners approved the Peer Counselor Program at the Department of Transportation for one (1) year; the department to report back to the Commission in six (6) months.

Due to the Independence Day Holiday, the July 3 Civil Service Commission meeting is canceled.

REQUEST FOR RECONSIDERATION OF CIVIL SERVICE COMMISSION ACTION OF JUNE 5, 1995 FROM COMMISSIONER GEORGE KOSTUROS:

Action: Off calendar; request withdrawn

- 1060-94-4 Appeal of Background Rejection for Police Officer by William Conwell (Class Q-2) (Item No. 6A)**
- May 15, 1995: Over to the meeting of June 5, 1995 at the request of Mr. Conwell's attorney
- June 5, 1995: Over to the meeting of June 19, 1995, at the request of the San Francisco Police Department.
- Speakers: Pro: Officer Con Johnson, SFPD
Con: Larry F. Estrada, Attorney
- Action:: Deny appeal; sustain the decision of the Chief of Police.
- 1068-94-4 Appeal of Background Rejection for Police Officer by Paul M. Miyamoto (Class Q-2) (Item No. 6D)**
- Speakers: None
- Action: Off calendar due to disqualification in another component of the examination.
- 0009-95-4 Appeal of Background Rejection for Police Officer by Gaetano T. Basso (Class Q-2) (Item No. 6C)**
- June 5, 1995: Over to the meeting of June 19, 1995 at the request of Mr. Basso.
- Speakers: Pro: Adele Roberts, SFPD
Con: Gaetano T. Basso
- Action:: Deny appeal; sustain the decision of the Chief of Police. (Vote 3 to 1: Commissioner Kosturos dissents)
- 0152-95-4 Appeal of Background Rejection for Police Officer by Cristina M. Serujo (Class Q-2) (Item No. 6B)**
- June 5, 1995: Over to the meeting of June 19, 1995 at the request of the San Francisco Police Department.
- Speakers: None
- Action: Off calendar at the request of the San Francisco Police Department; rejection withdrawn.
- 0301-95-4 Appeal of Background Rejection for Police Officer by Donald L. Hansen (Class Q-2) (Item No. 6E)**
- Speakers: None.
- Action: Over to the meeting of July 17, 1995 at the request of Mr. Hansen's attorney.

0337-95-4 Appeal of residency for Firefighter (Class H-2) by Karl Jurado (Item No 6F)

Speaker: Pro: Captain Bill Carey, SFFD
 Con: Steve Martin; Karl Jurado

Action : Deny appeal; sustain the decision of the Chief of the San Francisco Fire Department.

0384-95-3 Request to appoint new employees at a salary step higher than normal (Item No. 5C)

Employee and Class	Department	Step Requested & Recommended	Annual 1st Step Salary	Annual Salary Rec. Step
Sandra Schultz 8176 Trial Attorney	District Attorney	5	55,985	68,043

June 5, 1995: The matter concerning Sandra Schultz, District Attorney's Office, over to the meeting of June 19, 1995. The District Attorney's Office is requested to respond in writing to the questions posed by the Commission and conveyed to that office by the Department of Human Resources.

Speakers: None

Action: Over to the meeting of July 17, 1995, due to non-receipt of the requested information.

0405-95-7 Emmanuel Belamde, Police Communications Dispatcher (Class 8238), San Francisco Police Department (Item No. 5H)

June 5, 1995: Over to the meeting of June 19, 1995, at the request of Local 790.

Speakers: None

Action: Off calendar pending determination of jurisdictional issue.

0437-95-3 Request to appoint new employees at a salary step higher than normal (Item No. 5D)

Employee and Class	Department	Step Requested & Recommended	Annual 1st Step Salary	Annual Salary Rec. Step
Carolyn Hamilton 1115 Chief Investment Officer	Retirement	3	90,802	110,377
Charles Camilleri 5102 Public Bldgs. Maint. & Repair Asst. Supt.	Public Works	5	67,103	81,589
John Cone 5102 Public Bldgs. Maint. & Repair Asst. Supt.	Public Works	5	67,103	81,589

Speakers: None

Action: Adopt report, approve requests to appoint employees at a salary step higher than normal; notify department accordingly.

0400-95-5 Request to designate Assistant Director of Nursing (Class 2368) and Public Health Nurse (Class 2830) as promotive for layoff purposes (Item No. 5G)

June 5, 1995: Over to the meeting of June 19, 1995, at the request of Local 790.

Speakers: None.

Action: Off calendar at the request of the Department of Public Health; two separate reports, one for each class, to substitute for this consolidated item submitted by the Department of Public Health. (See File No. 0463-95-5, Item No. 7A) and File No. 0464-95-5, Item No. 7B)

0404-95-7 Robert A. Tayac, Police Officer (Class Q-2), San Francisco Police Department (Item No. 8A)

June 5, 1995: Over to the meeting of June 19, 1995, at Mr. Tayac's request.

Action: Over to the meeting of July 17, 1995, at the request of Mr. Tayac's attorney.

0438-95-3 Request for salary adjustments for employees assigned supervisory duties (Section IV.F. of the Salary Standardization Ordinance)(Item No. 5B)

Public Works	Class	Employee(s)	BW Rate	Supervisor's recommended B/W rate
Supervisors:	7215 Gen. Laborer Supv. I	Henry Texson Clifton Wong	54.5 1310-1588	58.5 1588-1927
Subordinates:	7328 Operating Engineer	Various Employees	60.9 1714-2166	
Supervisors:	7220 Asphalt Finisher Supv. I	John Curran William Frisella Anthony Montoya Mike Kelly Kevin O'Connor Aramando Solarzano	60.1 1714-2084	61.9 1871-2274
Subordinates:	7328 Operating Engineer	Various Employees	60.9 1714-2166	
Supervisors:	7828 Street Repair Supv. II	Philip Galli Niles McDonald	61.3 1818-2209	(\$1.00 over subordinate's salary) 1872-2275
Subordinates:	7220 Asphalt Finisher	Various Employees	61.9 1871-2274	

Speakers: None

Action: Adopt report; approve supervisory differential adjustment; notify department accordingly

0463-95-5 Request to designate Public Health Nurse as promotive for layoff purposes (Class 2830) (Item No. 7A)

Speakers: None

Action: Off calendar at the request of the Department of Public Health

0464-95-5 Request to designate Assistant Director of Nursing (Class 2368) as promotive for layoff purposes (Item No. 7B)

Speakers: Pro: Ed Gazzano
Con: None

Action: Adopt staff report, designate Assistant Director of Nursing (Class 2368) as promotive for layoff purposes.

0465-95-3 Actuarial Study related to the Transit Operators Trust Fund established by Charter Section 8.404 for Fiscal Year 1994-95 (Item No. 5E)

Speakers: None

Action: Transmit actuarial study to the Board of Supervisors; Director, Department of Transportation; Controller's Office; and representatives of the Transport Workers Union, for review and meet and confer considerations.

0468-95-8 Review of requests for approval of proposed personal services contracts (Item No. 5A)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
184C-94/95	Mayor	711,840	Prepare and deliver individualized lunch and snack units to approximately 110 food services sites citywide	Continuing	9/30/95
185C-94/95	Public Health	25,000	Will collaborate with the SF DPH AIDS Office and Haight-Ashbury Free Clinic on assessing the epidemiologic and prevention effectiveness of HIV/AIDS related services	Continuing	6/30/2000
186C-94/95	Public Health	35,000	Provide group interventions to decrease violence and after-care linkage to prevention and social services designed to decrease the rate of HIV infection and/or disease as well as future incarceration	Continuing	6/30/2000
187C-94/95	Public Health	600,000	Designing curricula and delivering courses on sexually transmitted diseases (STD) and HIV diagnosis and treatment	Continuing	6/30/2000
188C-94/95	Public Health	132,101	Provide logistical and technical support to the HIV Prevention Planning Council in order to establish a standardized list of variables to be used to evaluate HIV prevention strategies	Continuing	12/31/96
189C-94/95	Social Services	300,000	Provide a training program for staff in the DSS Family and Children's Services Division; to enhance the department's ability to deliver emergency, protective, family preservation and provide workshops and conferences on critical subjects to the division	Continuing	6/30/97
190C-94/95	Retirement	200,000	Will assist the Department in developing an investment strategy to monitor the alternative assets portion of the portfolio	Continuing	6/30/96

Item 5A, File No. 0468 -95-8 (Cont)					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
191C-94/95	Retirement	140,000	Assisting the Department in creating a major real estate program	Continuing	6/30/96
192C-94/95	Retirement	1,600,000	Act as custodial agent of the assets of the Retirement Trust Fund	Continuing	6/30/96
193C-94/95	Retirement	257,000	Provide investment measurement consulting services to the System	Continuing	6/30/96
194C-94/95	Retirement	225,000	Will direct the investment of an allocated portion of the <u>equity</u> assets of the Retirement System's portfolio	Continuing	6/30/96
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198C-94/95	Retirement	525,000	Will direct the investment of an allocated portion of the <u>equity</u> assets of the Retirement System's portfolio	Continuing	6/30/96
199C-94/95	Retirement	900,000	Will direct the investment of an allocated portion of the <u>equity</u> assets of the Retirement System's portfolio	Continuing	6/30/96
200C-94/95	Retirement	1,100,000	Will direct the investment of an allocated portion of the <u>fixed income</u> assets of the Retirement System's investment portfolio	Continuing	6/30/96
201C-94/95	Retirement	480,000	Will direct the investment of an allocated portion of the <u>international fixed income</u> assets of the Retirement System's investment portfolio	Continuing	6/30/96
202C-94/95	Retirement	270,000	Will direct the investment of an allocated portion of the <u>fixed income</u> assets of the Retirement System's investment portfolio	Continuing	6/30/96
203C-94/95	Retirement	865,000	Will direct the investment of an allocated portion of the <u>international equity</u> assets of the Retirement System's investment portfolio	Continuing	6/30/96

Item 5A, File No. 0468 -95-8 (Cont).					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
204C-94/95	Retirement	1,900,000	Will direct the investment of an allocated portion of the <u>equity</u> assets of the Retirement System's investment portfolio	Continuing	6/30/96
205C-94/95	Retirement	460,000	Will direct the investment of an allocated portion of the <u>equity</u> assets of the Retirement System's investment portfolio	Continuing	6/30/96
206C-94/95	Retirement	400,000	Will direct the investment of an allocated portion of the <u>fixed income</u> assets of the Retirement System's investment portfolio	Continuing	6/30/96
207C-94/95	Retirement	400,000	Will direct the investment of an allocated portion of the <u>equity</u> assets of the Retirement System's investment portfolio	Continuing	6/30/96
208C-94/95	Retirement	1,350,000	Will direct the investment of an allocated portion of the <u>international fixed income</u> assets of the Retirement System's investment portfolio	Continuing	6/30/96
209C-94/95	Retirement	1,100,000	Will direct the investment of an allocated portion of the <u>international equity</u> assets of the Retirement System's investment portfolio	Continuing	6/30/96
210C-94/95	Retirement	115,000	Will direct the investment of an allocated portion of the <u>equity</u> assets of the Retirement System's investment portfolio	Continuing	6/30/96
211C-94/95	Retirement	180,000	Provide actuarial services to the Retirement System	Continuing	6/30/96
075R-94/95	Police	54,000	Assistance and software support for the purpose of ongoing capacity management activities at the Hall of Justice Data Center, with emphasis on cost and service management	Regular	6/30/96
076R-94/95	Police	384,000	Support computer-aided dispatching, false alarm, Mobile Terminal System and communication programs	Regular	6/30/96
077R-94/95	Public Health	720,000	Provide highly specialized medical and surgical services to medically indigent adults	Regular	6/30/96

Item 5A, File No. 0468 -95-8 (Cont).					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
078R-94/95	Public Works	60,000	Provide specialized experience to train and support MIA staff at BOE, BCM and BOA in planning, design and implementation of a project labor cost distribution system to interface with and support the new ON-LINE FAMIS system	Regular	10 Months
079R-94/95	Airport	675,000	Geotechnical assessment of all available geologic, seismic, geotechnical and environmental reports and perform soils testing work in order to determine the properties of the underlying soils; perform fault activity studies to determine site-specific response spectra for risk construction; provide recommendations for the design of foundations and structural support systems; provide geotechnical design review services for Airport roadway projects	Regular	12/31/2000
080R-94/95	Airport	1,427,926	Provide engineering design services for the Boarding Area A Aircraft Apron, Contract 5511, consisting of approximately 655,000 square feet of concrete transitions to adjacent taxiways, drainage and other utility improvements	Regular	8/31/2000
081R-94/95	Airport	1,000,000	Site assessment; development of remediation plans; environmental and health risk assessment; engineering design and construction plans, specs, and provision of oversight services	Regular	One year
082R-94/95	Airport	1,783,600	Provide engineering services for the design of the new Utility Tunnel and the relocation of utilities to serve the existing terminal facilities and the new International Terminal, New Boarding Area G and the Ground Transportation Center	Regular	4/30/97
083R-94/95	Chief Administrative Officer	149,000	Will implement the Home Composting Program and assist schools in implementing on-site composting	Regular	One year

Item 5A, File No. 0468 -95-8 (Cont).

PSC#	Department	Amount	Type of Services	Type of Approval	Duration
084R-94/95	Chief Administrative Officer	60,000	Will write the first two drafts of a Request for Proposal (RFP) for the computer hardware and software, telephone equipment and other specialized equipment used in a modern dispatch center	Regular	3/1/96
085R-94/95	Public Utilities Water	120,000	Provide professional services to assist staff in the computer modeling of the SF Water and Power System in order to evaluate alternative methods of predicting reservoir levels, snow melt runoff, hydro electric generation water drafts and other hydrologic-related tasks as needed	Regular	8/31/96
086R-94/95	Purchasing	110,000	Will prepare system and user documentation, program specifications, and test plans and scripts; carry out tests; define database and file modifications; conduct user training; and test custom enhancements	Regular	6/30/96

Speakers: Contracts 079R-94/95, 080R-94/95; 081R-94/95; and 082R-94/95
 Pro: None
 Con: Linda Jofuku, Local 21

Action: Adopt Human Resources Director's Report; notify the offices of the Controller and the Purchaser

0477-95-7 Dora Gordon, Transit Operator (Class 9163), Department of Transportation - Municipal Railway (Item No. 8B)

Speakers: None

Action: Over to the meeting of July 17, 1995, at the request of Claire Caldwell, TWU, Local 250A.

0479-95-1 Request for Proposal (RFP) for Classification Study (citywide, including classes represented by the Municipal Executives Association (MEA) and designated unrepresented classes). (Item No. 5F)

Speakers: Pro: Vitaly Troyan, MEA
 Con: David Novogrodsky, Local 21

Action: Approve Request for Proposal; authorize distribution before June 30, 1995.

0480-95-4 Appeal of the Accelerated Testing Program (ATP) examination announcement for Psychiatric Social Worker (Class 2930). (Item No. 6G)

Speakers: Pro: Janice Fukuda, DHR; Dave Gabler, Local 790
 Con: David Novogrodsky, Local 21; David Page;
 Richard Leslie, Legal Counsel, Nancy Preston,
 DPH

Action: Adopt staff report; deny appeal. The Department of Public Health is directed to announce the examination for Class 2930 Psychiatric Social Worker within six (6) months of the expiration of the Accelerated Testing Program eligible list.

COMMISSIONERS'S NEW BUSINESS (Item No. 9A)

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 9B)

1. Alternative complaint resolution model
2. Analysis of provisional appointments

Action: Over to the meeting of July 17, 1995.

EXECUTIVE OFFICER'S REPORT (Item No. 9C)

None

REQUESTS TO SPEAK (Item No. 10)

None

ADJOURNMENT (Item No. 11)

5:25 p.m.

The meeting of the Civil Service Commission of June 19, 1995, was adjourned in memory of Lois Beatrice Hogan, mother of Evelyn Hogan-Jackson, Affirmative Action Coordinator, Department of Human Resources.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

AGENDA

Regular Meeting

of

July 17, 1995

2:00 p.m.

DOCUMENTS DEPT.

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SAN FRANCISCO
PUBLIC LIBRARY

7/95
LAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ART C. WALKER
EXECUTIVE OFFICER

Room 428,
Veterans Building, 401 Van Ness Avenue

Order of Business

Part I - 2:00 p.m.

1. CALL TO ORDER AND COMMISSION ROLL CALL
2. MINUTES
3. ANNOUNCEMENTS
4. COMMENDATIONS
5. CONSENT AGENDA
6. REGULAR BUSINESS

Special Order of Business - 3:00 p.m.

7. STATUS REPORT ON NEW PERSONAL SERVICES
CONTRACTS PROCESSING PROCEDURES

Part II - 3:30 p.m.

8. EMPLOYEE SEPARATIONS
9. COMMISSIONERS'S NEW BUSINESS AND REPORTS
10. REQUESTS TO SPEAK
11. ADJOURNMENT

Notice of Commission Hearing Procedures

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or City and County departmental staff. These reports are available for inspection in the Office of the Executive Officer, Civil Service Commission, Veterans Building, 401 Van Ness Avenue, Room 304, approximately two (2) business days prior to the meeting date. Call 554-4747 to determine the availability of reports to the Commission. If practicable, copies of Commission reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents per page reproduction fee.

All written material to be considered by the Commission in support of an agenda item shall be submitted to the Executive Officer in Room 304, Veterans Building, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, Tuesday). An original and nine (9) copies shall be provided (Rule 5.16). All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

A request for a continuance (a delay to another meeting) may be directed to the Executive Officer prior to the meeting by calling 554-4747 or by submitting the request in writing to Room 304, Veterans Building. Telephone requests must be confirmed in writing. The Commission will consider a request for a continuance that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

Requests to hear items out of order and for private hearings are to be directed to the Commission President at the beginning of each section of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.1): The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: If a matter is severed from the Consent Agenda, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. No other person shall be permitted to speak.

Regular Agenda: Presentation by departmental representative for a maximum time of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by the department for a maximum time limit of ten (10) minutes unless extended by the Commission.

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

Presentation by the employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks..

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side

Requests to Speak before the Civil Service Commission

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission may complete a "REQUEST TO ADDRESS THE COMMISSION" form and submit it to the Executive Officer, Civil Service Commission, before the meeting in Room 304 Veterans Building, 401 Van Ness Avenue, or at the Civil Service Commission meeting. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Requests will be numbered in the order of receipt. This number will determine the order that speakers will be heard; OR

A person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission without completing a Request form. These speakers will be heard following the speakers with a Request form.

In either case, speakers are not required to identify themselves or provide identifying information.

Maximum time allowed each speaker is three (3) minutes. Total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

The Civil Service Commission normally meets in Room 428, Veterans Building, 401 Van Ness Avenue. However, meetings not held in this room are conducted in the Civic Center Area.



The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 1/2 blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.



The following services are available on request 72 hours prior to the meeting: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Civil Service Commission Executive Officer's Office at 554-4747 to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Notice

As provided in the San Francisco Sunshine Ordinance, Civil Service Commission Meetings are tape-recorded. These tape recordings are available for public review starting on the day after the Commission meeting in Room 304 Veterans Building, 401 Van Ness Avenue. Recordings will be retained for a minimum of ten (10) business days.

**City and County of San Francisco
Civil Service Commission**

**Agenda for Regular Meeting
July 17, 1995**

PART I - 2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND COMMISSION ROLL CALL

(2) MINUTES

Regular Meeting of June 19, 1995

(3) ANNOUNCEMENTS

- A. Announcement of changes to agenda
- B. Executive Session, July 17, 1995
- C. Other announcements

(4) COMMENDATIONS

- A. Resolution of Commendation for Commissioner A. Lee Munson in recognition of his eleven (11) years of service as a member of the Civil Service Commission and his significant contributions to the City and County of San Francisco.

Recommendation: Adopt

- B. Recognition of Commission President, 1994-95: Commissioner Juan Rios, President

Recommendation: Adopt

(5) CONSENT AGENDA (ITEM 5A THROUGH 5H)

All matters listed on the Consent Agenda are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Agenda and considered as a separate item.

(5A) Review of requests for approval of proposed personal services contracts (File No. 0597-95-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2000-95/96	Convention Facilities Management	5,776,771	Will promote the City to conventioners, tourists, and other visitors	Continuing	6/30/96
2001-95/96	Convention Facilities Management	40,000	Provide annual examination and auditing of the finance records of the operations of the Moscone Convention Center, Brooks Hall and Civic Auditorium for the fiscal year	Continuing	6/30/96

Item 5A, File No. 0597-95-8 (Cont).					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
2002-95/96	Airport	200,000	Provide physician directed primary case management services; billing fee-for-service Medi-Cal for Outpatient visits, medication monitoring for Medi-Cal beneficiaries, case management services for chronically mentally ill clients	Continuing	6/30/99
4000-95/96	Airport	850,000	Perform traffic studies for new Master Plan development in the terminal complex and along several Airport roadways	Regular	12/31/00
4001-95/96	Airport	290,000	Analysis of wetland, biological, and other environmental specialties	Regular	12/31/96
4002-95/96	Airport	400,000	Provide technical support in areas related to mass transit planning, construction, and operation	Regular	12/31/99
4003-95/96	Airport	300,000	Provide expert analysis, design, and recommendations for unique geotechnical and foundation problems affecting Airport roadways and runway payment, underground pipeline utilities and building or above ground structures where lack of timely repair would impact Airport operations and services	Regular	6/30/98
4004-95/96	Convention Facilities Management	120,000	Will prevent disruption to ongoing operations at Moscone Center during Redevelopment Agency's construction on Moscone rooftop	Regular	6/30/96
4005-95/96	Fire	60,000	Provide medical fitness evaluations	Regular	6/30/96
4006-95/96	Public Health	300,000	Will implement a marketing program for primary care services of the Department and its UCSF-affiliated Clinical Practice Group of health care providers	Regular	7/31/96
4007-95/96	Public Health	375,000	Provide as-needed, on-call professional nurses to backup Civil Service employees during scheduled and unscheduled staff absences	Regular	9/30/96

Item 5A, File No. 0597-95-8 (Cont).					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
4008-95/96	Chief Administrative Officer	130,000	Develop markets in the City for recyclable materials; services include pursuing opportunities for recycling based-manufacturing and for facilities that can produce products with organic materials	Regular	7/31/97
4009-95/96	Trial Courts	62,400	Provide legal services to women victims of domestic violence and their children	Regular	6/30/96
4010-95/96	Trial Courts	66,000	Provide youth offender diversion services to all qualifying offenders referred to it by the Superior Court	Regular	6/30/96
4011-95/96	Trial Courts	36,000	Provide a continuing relationship between a child and a parent accused of abuse of that child	Regular	6/30/96
4012-95/96	Trial Courts	59,000	Mediate Juvenile Dependency matters such as whether or not the Court will have jurisdiction over a child, what a family needs to do to have a child returned to their custody, why provisions for visitation will be and Dependency Continuance review, thereby settling them without going to trial	Regular	6/30/96
4013-95/96	Trial Courts	28,000	Mediate Juvenile Dependency matters such as whether or not the Court will have jurisdiction over a child, what a family needs to do to have a child returned to their custody, what provisions for visitation will be, and Dependency Continuance reviews	Regular	6/30/96
4014-95/96	Purchaser	175,000	Repair and overhaul automatic transmission in City cars and trucks	Regular	8/13/96

Recommendation: Adopt Human Resources Director's Report; notify the offices of the Controller and the Purchaser.

(5B) Request to appoint new employees at a salary step higher than normal (File No. 384-95-3)

Employee and Class	Department	Step Requested & Recommended	Annual 1st Step Salary	Annual Salary Rec. Step
Sandra Schultz 8176 Trial Attorney	District Attorney	5	55,985	68,043

June 5, 1995: The matter concerning Sandra Schultz, District Attorney's Office, over to the meeting of June 19, 1995. The District Attorney's Office is requested to respond in writing to the questions posed by the Commission and conveyed to that office by the Department of Human Resources.

June 19, 1995: Over to the meeting of July 17, 1995, due to non-receipt of the requested information.

Recommendation: Adopt report; approve request to appoint employee at a salary step higher than normal; notify department accordingly.

(5C) Request for salary adjustments for employees assigned supervisory duties (Section IV.F. of the Salary Standardization Ordinance). (File No. 0595-95-3)

<i>Library</i>	<i>Class</i>	<i>Employee(s)</i>	<i>BW Rate</i>	<i>Supervisor's recommended B/W rate</i>
Supervisor:	7334 Stationary Engineer	Lou Vallergera	56.4 1436-1740	58.4 1880-1918
Subordinate:	7344 Carpenter	Chris Mattias	59.4 1658-2014	
<i>Community College</i>	<i>Class</i>	<i>Employee(s)</i>	<i>BW Rate</i>	<i>Supervisor's recommended B/W rate</i>
Supervisors:	1228 Sr. Testing Technician	Shirley Dotson Edward Daly	50.1 1062-1285	50.6 1088-1316
Subordinates:	1227 Testing Technician	Lorna Young Rosa Manley	49.6 1037-1255	
Supervisor:	1936 Sr. Storekeeper	John Shima	51.8 1152-1394	55.8 1394-1690
Subordinate:	7355 Truck Driver (Heavy)	Joseph Grech	--- 1714-1890	

<i>Public Works</i>	<i>Class</i>	<i>Employee(s)</i>	<i>BW Rate</i>	<i>Supervisor's recommended B/W rate</i>
Supervisor:	7220 Asphalt Finisher Supv. I	Phillip Gall	60.1 1714-2084	61.9 1871-2274
Subordinates:	7328 Operating Engineers	Various Employees	60.9 1782-2166	
<i>Public Utilities</i>	<i>Class</i>	<i>Employee(s)</i>	<i>BW Rate</i>	<i>Supervisor's recommended B/W rate</i>
Supervisor:	1118 Commercial Division Mgr., Water Dept.	Cheryl Davis	70.1 2793-3396	72.1 3080-3744
Subordinates:	5212 Principal Engineer	Jafiam Dela Cruz Willy Tsai	71.1 2933-3566	

Recommendation: Adopt report; approve supervisory differential adjustments; notify departments accordingly.

(5D) Request to appoint new employees at a salary step higher than normal (File No. O384-95-3)

Employee and Class	Department	Step Requested & Recommended	Annual 1st Step Salary	Annual Salary Rec. Step
Michele Liapes 35541 Curator I	Art Commission	3	26,805	29,579
Catherine Sullivan 1804 MIS Tech	City College	3	24,482	26,935
Lynne Towle 1822 Admin Analyst	City College	3	41,447	45,623
Venentia Young 1822 Admin. Analyst	City College	3	41,447	45,623
Vincent Guilin 2806 Disease Cont. Inv.	Public Health	2	37,662	39,489
Lynn Searle 8176 Trial Attorney	District Attorney	5	55,985	68,043

Recommendation: Adopt report; approve requests to appoint employees at a salary step higher than normal; notify department accordingly.

(5E) Proposed policy, procedures and Civil Service Commission Rules changes to implement the Americans with Disabilities Act (ADA) (File No. 0507-95-5)

1. Proposed Citywide ADA Policy
2. Proposed Reasonable Accommodation Procedures
3. Proposed Civil Service Commission Rules changes
 - a. Proposed changes to Civil Service Commission Rule 15 - Medical Examinations
 - b. Proposed changes to Civil Service Commission Rule 20 - Transfers
 - c. Proposed changes to Civil Service Commission Rule 22 - Leaves of Absence

Recommendation: Refer proposed ADA Policy, procedures, and Civil Service Commission Rules changes to the Civil Service Commission Rules Revision Committee with the request that all proposals be reviewed and returned to the Civil Service Commission as soon as possible with recommendations.

(5F) Appeal of Stephen Yu of the Human Resources Director's decision to deny a Near List Appointment as Senior Water Chemist (Class 2472) (File No. 0964-94-5)

December 5, 1994: Over to the meeting of January 9, 1995 at Mr. Yu's request.

January 9, 1995: Over to the meeting of February 6, 1995 at Mr. Yu's request.

February 6, 1995: Over to the meeting of May 1, 1995 at Mr. Yu's request.

May 1, 1995: Over to the meeting of July 17, 1995 at the request of the Department of Human Resources.

Recommendation: Postpone; hold in abeyance pending resolution of Mr. Yu's status.

(5G) Proposed amendments to Civil Service Commission Rule 19 - Transport Workers Union - San Francisco Municipal Railway Trust Fund, to clarify and require that meetings of the Trust Fund Board are covered by state and local public meeting laws (File No. 441-94-5)

June 6, 1994: Over to the meeting of July 18, 1994 at the request of the City Attorney.

June 18, 1994: Post for adoption at the meeting of August 1, 1994.

- August 1, 1994: Over to the meeting of August 15, 1994 at the request of Commissioner Munson.
- August 15, 1994: Over to the meeting of September 19, 1994 at the joint request of Commissioner Munson and the Transport Workers Union.
- September 19, 1994: Over to the meeting of November 21, 1994 at the request of the Transport Workers Union.
- November 21, 1994: Over to the meeting of December 5, 1994 at the request of the Transport Workers Union.
- December 5, 1994: Over to the meeting of March 20, 1995 at the request of Commission Munson.
- March 20, 1995: Over to the meeting of July 17, 1995 at the request of the Transport Workers.
- Recommendation: Adopt; forward to the Board of Supervisors for approval as required by Charter Section 8.404.

(5H) Rochelle Billing, Custodian (Class 2708), Department of Recreation and Park Department (File No. 0600-95-7)

- Recommendation: Over to the meeting of August 7, 1995 at the request of Ms. Billing's attorney.

(6) REGULAR BUSINESS

(6A) Appeal of Background Rejection for Police Officer by Donald L. Hansen (Class Q-2) (File No. 0301-95-4)

- June 19, 1995: Over to the meeting of July 17, 1995 at the request of Mr. Hansen's attorney.
- Recommendation: Deny appeal; sustain the decision of the Chief of Police.

Special Order of Business - 3:00 p.m.

(7A) Status report on the new Civil Service Commission personal services contracts processing procedures, adopted December 5, 1994.

- Recommendation: Adopt recommendations of Department of Human Resources staff report.

Part II - 3:30 p.m.

(8) EMPLOYEE SEPARATIONS (Items 8A through 8D)

APPEAL OF AUTOMATIC RESIGNATION

(8A) Robert A. Tayac, Police Officer (Class Q-2), San Francisco Police Department (File No. 0404-95-7)

June 5, 1995: Over to the meeting of June 19, 1995 at Mr. Tayac's request.

June 19, 1995: Over to the meeting of July 19, 1995 at the request of Mr. Tayac's attorney.

Recommendation of the San Francisco Police Department:

Deny appeal; approve automatic resignation. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the San Francisco Police Department.

TERMINATION OF TEMPORARY FROM ELIGIBLE LIST

(8B) Dora Gordon, Transit Operator (Class 9163), Department of Transportation - Municipal Railway (0477-95-7)

June 19, 1995: Over to the meeting of July 17, 1995 at the request of the Transport Workers Union.

Recommendation of the Department of Transportation - Municipal Railway

Dismiss from the City and County Service. No future employment with the Department of Transportation.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(8C) Elizabeth Ugbaja, Registered Nurse (Class 2320), Department of Public Health, San Francisco General Hospital (File No. 0600-05-7)

Recommendation of the Department of Public Health:

Dismiss from the City and County Service. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the Department of Public Health.

DISMISSAL OF PERMANENT EMPLOYEE

- (8D) Thomas M. Dunne, Jr., Painter (Class 7346), Department of Parking and Traffic (File No. 0406-95-7)**

June 5, 1995: Over to the meeting of July 17, 1995 at the request of Mr. Dunne's attorney.

Recommendation of the Department of Parking and Traffic:

Future employment subject to the review and approval of the Human Resources Director after completion of one year of satisfactory work experience outside the City and County service. Not to be employed again by the Department of Parking and Traffic.

(9) COMMISSIONERS'S NEW BUSINESS AND REPORTS

(9A) COMMISSIONERS'S NEW BUSINESS

1. Report from the Civil Service Commission Rules Revision Committee:
State of the Civil Service Commission Rules (Commissioner Munson)

(9B) HUMAN RESOURCES DIRECTOR'S REPORT

1. Alternative complaint resolution model
2. Analysis of provisional appointments

(9C) EXECUTIVE OFFICER'S REPORT

(10) REQUESTS TO SPEAK

(11) ADJOURNMENT



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MINUTES

Regular Meeting

July 17, 1995

2:00 p.m.

Room 428

Veterans Building, 401 Van Ness Avenue

TIME CONVENED

2:20 p.m.

ROLL CALL

Present: Commissioner Clopton
Commissioner Munson
Commissioner Pon
Commissioner Rios
Excused: Commissioner Kosturos

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MINUTES

Regular Meeting of June 19, 1995

Action: Approve

ANNOUNCEMENTS

The Civil Service Commission held a Special Meeting in Executive Session (closed session) on Monday, July 17, 1995 at 1:00 p.m. in Room 304A Veterans Building, for the purpose of conferring with the City's labor negotiator over collective bargaining issues under the authority of Government Code Section 54957.6; and consulting with the City Attorney over a matter with substantial likelihood of litigation under the authority of Government Code Section 54956.9. Present were Commissioners Clopton, Munson, Pon and Rios. The Commission consulted with the City Attorney on the matter with substantial likelihood of litigation and conferred with and instructed the labor negotiator on the labor relation items.

COMMENDATIONS

- A. Resolution of Commendation for Commissioner A. Lee Munson in recognition of his eleven (11) years of service as a member of the Civil Service Commission and his significant contributions to the City and County of San Francisco.

Action: Adopt

- B. Recognition of Commission President, 1994-95: Commissioner Juan Rios, President

Action: Adopt

- C. Certificate of Excellence awarded to Albert C. Walker, Executive Officer, Civil Service Commission.

Action: Adopt

7/95
KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

0441-94-5 Proposed amendments to Civil Service Commission Rule 19 - Transport Workers Union - San Francisco Municipal Railway Trust Fund, to clarify and require that meetings of the Trust Fund Board are covered by state and local public meeting laws (Item No. 5G)

June 6, 1994: Over to the meeting of July 18, 1994 at the request of the City Attorney.

June 18, 1994: Post for adoption at the meeting of August 1, 1994.

August 1, 1994: Over to the meeting of August 15, 1994 at the request of Commissioner Munson.

August 15, 1994: Over to the meeting of September 19, 1994 at the joint request of Commissioner Munson and the Transport Workers Union.

September 19, 1994: Over to the meeting of November 21, 1994 at the request of the Transport Workers Union.

November 21, 1994: Over to the meeting of December 5, 1994 at the request of the Transport Workers Union.

December 5, 1994: Over to the meeting of March 20, 1995 at the request of Commission Munson.

March 20, 1995: Over to the meeting of July 17, 1995 at the request of the Transport Workers.

Speakers: None

Action: Over to the meeting of September 17, 1995 at the request of the Transport Workers Union. Request for continuance approved by the President with the stipulation that no further continuances will be granted without evidence of an impending change to the State of California Public Meeting Laws.

0964-94-5 Appeal of Stephen Yu of the Human Resources Director's decision to deny a Near List Appointment as Senior Water Chemist (Class 2472) (Item No. 5F)

December 5, 1994: Over to the meeting of January 9, 1995 at Mr. Yu's request.

January 9, 1995: Over to the meeting of February 6, 1995 at Mr. Yu's request.

February 6, 1995: Over to the meeting of May 1, 1995 at Mr. Yu's request.

May 1, 1995: Over to the meeting of July 17, 1995 at the request of the Department of Human Resources.

Speakers: None

Action: Postpone; hold in abeyance pending resolution of Mr. Yu's status.

0301-95-4 Appeal of Background Rejection for Police Officer by Donald L. Hansen (Class Q-2) (Item No. 6A)

June 19, 1995: Over to the meeting of July 17, 1995 at the request of Mr. Hansen's attorney.

Speakers: None

Action: Over to the meeting of August 7, 1995 at the request of Mr. Hansen's attorney.

0324-05-7 Elizabeth Ugbaja, Registered Nurse (Class 2320), Department of Public Health, San Francisco General Hospital (Item No. 8C)

Recommendation of the Department of Public Health:

Dismiss from the City and County Service. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the Department of Public Health.

Speakers: None

Action: Over to the meeting of August 7, 1995 at the request of Ms. Ugbaja's attorney.

0384-95-3 Request to appoint new employees at a salary step higher than normal (Item No. 5B)

Employee and Class	Department	Step Requested & Recommended	Annual 1st Step Salary	Annual Salary Rec. Step
Sandra Schultz 8176 Trial Attorney	District Attorney	5	55,985	68,043

June 5, 1995: The matter concerning Sandra Schultz, District Attorney's Office, over to the meeting of June 19, 1995. The District Attorney's Office is requested to respond in writing to the questions posed by the Commission and conveyed to that office by the Department of Human Resources.

June 19, 1995: Over to the meeting of July 17, 1995, due to non-receipt of the requested information.

Speakers: None

Action: Off calendar; refer to the Department of Human Resources for disposition.

0391-95-7 Rochelle Billing, Custodian (Class 2708), Department of Recreation and Park Department (Item No. 5H)

Speakers: None

Action: Over to the meeting of August 7, 1995 at the request of Ms. Billing's attorney.

0404-95-7 Robert A. Tayac, Police Officer (Class Q-2), San Francisco Police Department (Item No. 8A)

June 5, 1995: Over to the meeting of June 19, 1995 at Mr. Tayac's request.

June 19, 1995: Over to the meeting of July 19, 1995 at the request of Mr. Tayac's attorney.

Speakers: None

Action: Over to the meeting of August 21, 1995 at the request of Mr. Tayac's attorney. The Commission stipulated that no further continuances will be granted.

0406-95-7 Thomas M. Dunne, Jr., Painter (Class 7346), Department of Parking and Traffic (Item No. 8D)

June 5, 1995: Over to the meeting of July 17, 1995 at the request of Mr. Dunne's attorney.

Speakers; None

Action: Postpone at the request of the Executive Officer pending review and advice from the City Attorney.

0477-95-7 Dora Gordon, Transit Operator (Class 9163), Department of Transportation - Municipal Railway (Item No. 8B))

June 19, 1995: Over to the meeting of July 17, 1995 at the request of the Transport Workers Union.

Speakers: None

Action: Dismiss from the City and County Service. No future employment with the Department of Transportation (Dora Gordon failed to appear).

0507-95-5 Proposed policy, procedures and Civil Service Commission Rules changes to implement the Americans with Disabilities Act (ADA) (Item No. 5E)

- A. Proposed Citywide ADA Policy
- B. Proposed Reasonable Accommodation Procedures
- C. Proposed Civil Service Commission Rules changes
 - 1. Proposed changes to Civil Service Commission Rule 15 - Medical Examinations
 - 2. Proposed changes to Civil Service Commission Rule 20 - Transfers
 - 3. Proposed changes to Civil Service Commission Rule 22 - Leaves of Absence

Speakers: None

Action: Refer proposed ADA policy, procedures, and Civil Service Commission Rules changes to the Civil Service Commission Rules Revision Committee with the request that all proposals be reviewed and returned to the Civil Service Commission as soon as possible with recommendations.

0595-95-3 Request for salary adjustments for employees assigned supervisory duties (Section IV.F. of the Salary Standardization Ordinance). (Item No. 5C)

<i>Library</i>	<i>Class</i>	<i>Employee(s)</i>	<i>BW Rate</i>	<i>Supervisor's recommended B/W rate</i>
Supervisor:	7334 Stationary Engineer	Lou Vallergera	56.4 1436-1740	58.4 1880-1918
Subordinate:	7344 Carpenter	Chris Mattias	59.4 1658-2014	
<i>Community College</i>	<i>Class</i>	<i>Employee(s)</i>	<i>BW Rate</i>	<i>Supervisor's recommended B/W rate</i>
Supervisors:	1228 Sr. Testing Technician	Shirley Dotson Edward Daly	50.1 1062-1285	50.6 1088-1316
Subordinates:	1227 Testing Technician	Lorna Young Rosa Manley	49.6 1037-1255	
Supervisor:	1936 Sr. Storekeeper	John Shima	51.8 1152-1394	55.8 1394-1690
Subordinate:	7355 Truck Driver (Heavy)	Joseph Grech	---- 1714-1890	

<i>Public Works</i>	<i>Class</i>	<i>Employee(s)</i>	<i>BW Rate</i>	<i>Supervisor's recommended B/W rate</i>
Supervisor:	7220 Asphalt Finisher Supv. I	Phillip Gall	60.1 1714-2084	61.9 1871-2274
Subordinates:	7328 Operating Engineers	Various Employees	60.9 1782-2166	
<i>Public Utilities</i>	<i>Class</i>	<i>Employee(s)</i>	<i>BW Rate</i>	<i>Supervisor's recommended B/W rate</i>
Supervisor:	1118 Commercial Division Mgr., Water Dept.	Cheryl Davis	70.1 2793-3396	72.1 3080-3744
Subordinates:	5212 Principal Engineer	Jafilam Dela Cruz Willy Tsai	71.1 2933-3566	

Speakers: None

Action: Off calendar; refer to Department of Human Resources for disposition.

0596-95-3 Request to appoint new employees at a salary step higher than normal (Item No. 5D)

Employee and Class	Department	Step Requested & Recommended	Annual 1st Step Salary	Annual Salary Rec. Step
Michele Liapes 35541 Curator I	Art Commission	3	26,805	29,579
Catherine Sullivan 1804 MIS Tech	City College	3	24,482	26,935
Lynne Towle 1822 Admin Analyst	City College	3	41,447	45,623
Venentia Young 1822 Admin. Analyst	City College	3	41,447	45,623
Vincent Guilin 2806 Disease Cont. Inv.	Public Health	2	37,662	39,489
Lynn Searle 8176 Trial Attorney	District Attorney	5	55,985	68,043

Speakers: None

Action: Off calendar; refer to Department of Human Resources for disposition.

0597-95-8 Review of requests for approval of proposed personal services contracts (Item No. 5A)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2000-95/96	Convention Facilities Management	5,776,771	Will promote the City to conventioners, tourists, and other visitors	Continuing	6/30/96
2001-95/96	Convention Facilities Management	40,000	Provide annual examination and auditing of the finance records of the operations of the Moscone Convention Center, Brooks Hall and Civic Auditorium for the fiscal year	Continuing	6/30/96
2002-95/96	Public health	200,000	Provide physician directed primary case management services; billing fee-for-service Medi-Cal for Outpatient visits, medication monitoring for Medi-Cal beneficiaries, case management services for chronically mentally ill clients	Continuing	6/30/99
4000-95/96	Airport	850,000	Perform traffic studies for new Master Plan development in the terminal complex and along several Airport roadways	Regular	12/31/00
4001-95/96	Airport	290,000	Analysis of wetland, biological, and other environmental specialties	Regular	12/31/96
4002-95/96	Airport	400,000	Provide technical support in areas related to mass transit planning, construction, and operation	Regular	12/31/99
4003-95/96	Airport	300,000	Provide expert analysis, design, and recommendations for unique geotechnical and foundation problems affecting Airport roadways an runway payment, underground pipeline utilities and building or above ground structures where lack of timely repair would impact Airport operations and services	Regular	6/30/98
4004-95/96	Convention Facilities Management	120,000	Will prevent disruption to ongoing operations at Moscone Center during Redevelopment Agency's construction on Moscone rooftop	Regular	6/30/96
4005-95/96	Fire	60,000	Provide medical fitness evaluations	Regular	6/30/96
4006-95/96	Public Health	300,000	Will implement a marketing program for primary care services of the Department and its UCSF-affiliated Clinical Practice Group of health care providers	Regular	7/31/96

0597-95-8 File No.5A (Cont).					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
4007-95/96	Public Health	375,000	Provide as-needed, on-call professional nurses to backup Civil Service employees during scheduled and unscheduled staff absences	Regular	9/30/96
4008-95/96	Chief Administrative Officer	130,000	Develop markets in the City for recyclable materials; services include pursuing opportunities for recycling based-manufacturing and for facilities that can produce products with organic materials	Regular	7/31/97
4009-95/96 <i>Off calendar</i>	Trial Courts	62,400	Provide legal services to women victims of domestic violence and their children	Regular	6/30/96
4010-95/96 <i>Off calendar</i>	Trial Courts	66,000	Provide youth offender diversion services to all qualifying offenders referred to it by the Superior Court	Regular	6/30/96
4011-95/96 <i>Off calendar</i>	Trial Courts	36,000	Provide a continuing relationship between a child and a parent accused of abuse of that child	Regular	6/30/96
4012-95/96 <i>Off calendar</i>	Trial Courts	59,000	Mediate Juvenile Dependency matters such as whether or not the Court will have jurisdiction over a child, what a family needs to do to have a child returned to their custody, why provisions for visitation will be and Dependency Continuance review, thereby settling them without going to trial	Regular	6/30/96
4013-95/96 <i>Off calendar</i>	Trial Courts	28,000	Mediate Juvenile Dependency matters such as whether or not the Court will have jurisdiction over a child, what a family needs to do to have a child returned to their custody, what provisions for visitation will be, and Dependency Continuance reviews	Regular	6/30/96
4014-95/96	Purchaser	175,000	Repair and overhaul automatic transmission in City cars and trucks	Regular	8/13/96

Speakers: None

Action: 1. Contracts 4009-95/96, 4010-95/96, 4011-95/96, 4012-95/96, and 4013-95/96 off calendar at the direction of the Executive Officer. Contracts from

the Trial Courts do not require Civil Service Commission approval.

2. Adopt Human Resources Director's Report as amended to correct contract 2002-95/96 to change contracting department from Airport to Public Health; notify the offices of the Controller and the Purchaser.

0625-95-8 Status report on the new Civil Service Commission personal services contracts processing procedures, adopted December 5, 1994. (Item No. 7A)

Speakers: Alice Fialkin, Transport Workers Union
Dave Gabler, Local 790
Linda Jofuku, Local 21
Gary King, DHR
Anita McClendon, DHR

Action: Refer to the Civil Service Commission Rules Revision Committee for review and recommendation.

COMMISSIONERS'S NEW BUSINESS (Item No. 9A)

Report from the Civil Service Commission Rules Revision Committee:

State of the Civil Service Commission Rules

Speaker: Commissioner A. Lee Munson

Action: Report presented

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 9B)

1. Alternative complaint resolution model
2. Analysis of provisional appointments

Speaker: Wendell Pryor, DHR

Action: Reports presented

EXECUTIVE OFFICER'S REPORT (Item No. 9C)

None

REQUESTS TO SPEAK (Item No. 10)

None

ADJOURNMENT (Item No. 11)

4:00 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

AGENDA

Regular Meeting
of
August 7, 1995

2:00 p.m.

Room 428,
Veterans Building, 401 Van Ness Avenue

Order of Business

Part I - 2:00 p.m.

1. CALL TO ORDER AND COMMISSION ROLL CALL
2. MINUTES
3. ANNOUNCEMENTS
4. CONSENT AGENDA
5. REGULAR BUSINESS

Part II - 3:00 p.m.

6. EMPLOYEE SEPARATIONS
7. COMMISSIONERS'S NEW BUSINESS AND REPORTS
8. REQUESTS TO SPEAK
9. ADJOURNMENT

DOCUMENTS DEPT.

AUG 03 1995

SAN FRANCISCO
PUBLIC LIBRARY

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

Notice of Commission Hearing Procedures

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or City and County departmental staff. These reports are available for inspection in the Office of the Executive Officer, Civil Service Commission, Veterans Building, 401 Van Ness Avenue, Room 304, approximately two (2) business days prior to the meeting date. Call 554-4747 to determine the availability of reports to the Commission. If practicable, copies of Commission reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents per page reproduction fee.

All written material to be considered by the Commission in support of an agenda item shall be submitted to the Executive Officer in Room 304, Veterans Building, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, Tuesday). An original and nine (9) copies shall be provided (Rule 5.16). All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

A request for a continuance (a delay to another meeting) may be directed to the Executive Officer prior to the meeting by calling 554-4747 or by submitting the request in writing to Room 304, Veterans Building. Telephone requests must be confirmed in writing. The Commission will consider a request for a continuance that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

Requests to hear items out of order and for private hearings are to be directed to the Commission President at the beginning of each section of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.1): The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: If a matter is severed from the Consent Agenda, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. No other person shall be permitted to speak.

Regular Agenda: Presentation by departmental representative for a maximum time of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by the department for a maximum time limit of ten (10) minutes unless extended by the Commission.

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

Presentation by the employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.



Requests to Speak before the Civil Service Commission

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission may complete a "REQUEST TO ADDRESS THE COMMISSION" form and submit it to the Executive Officer, Civil Service Commission, before the meeting in Room 304 Veterans Building, 401 Van Ness Avenue, or at the Civil Service Commission meeting. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Requests will be numbered in the order of receipt. This number will determine the order that speakers will be heard; OR

A person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission without completing a Request form. These speakers will be heard following the speakers with a Request form.

In either case, speakers are not required to identify themselves or provide identifying information.

Maximum time allowed each speaker is three (3) minutes. Total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

The Civil Service Commission normally meets in Room 428, Veterans Building, 401 Van Ness Avenue. However, meetings not held in this room are conducted in the Civic Center Area.



The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 1/2 blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.



The following services are available on request 72 hours prior to the meeting: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Civil Service Commission Executive Officer's Office at 554-4747 to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Notice

As provided in the San Francisco Sunshine Ordinance, Civil Service Commission Meetings are tape-recorded. These tape recordings are available for public review starting on the day after the Commission meeting in Room 304 Veterans Building, 401 Van Ness Avenue. Recordings will be retained for a minimum of ten (10) business days.



**City and County of San Francisco
Civil Service Commission**

**Agenda for Regular Meeting
August 7, 1995**

PART I - 2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND COMMISSION ROLL CALL

(2) MINUTES

Regular Meeting of July 18, 1995

(3) ANNOUNCEMENTS

- A. Announcement of changes to agenda
- B. Executive Session, August 7, 1995
- C. Other announcements

(4) CONSENT AGENDA (ITEM 4A THROUGH 4K)

All matters listed on the Consent Agenda are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Agenda and considered as a separate item.

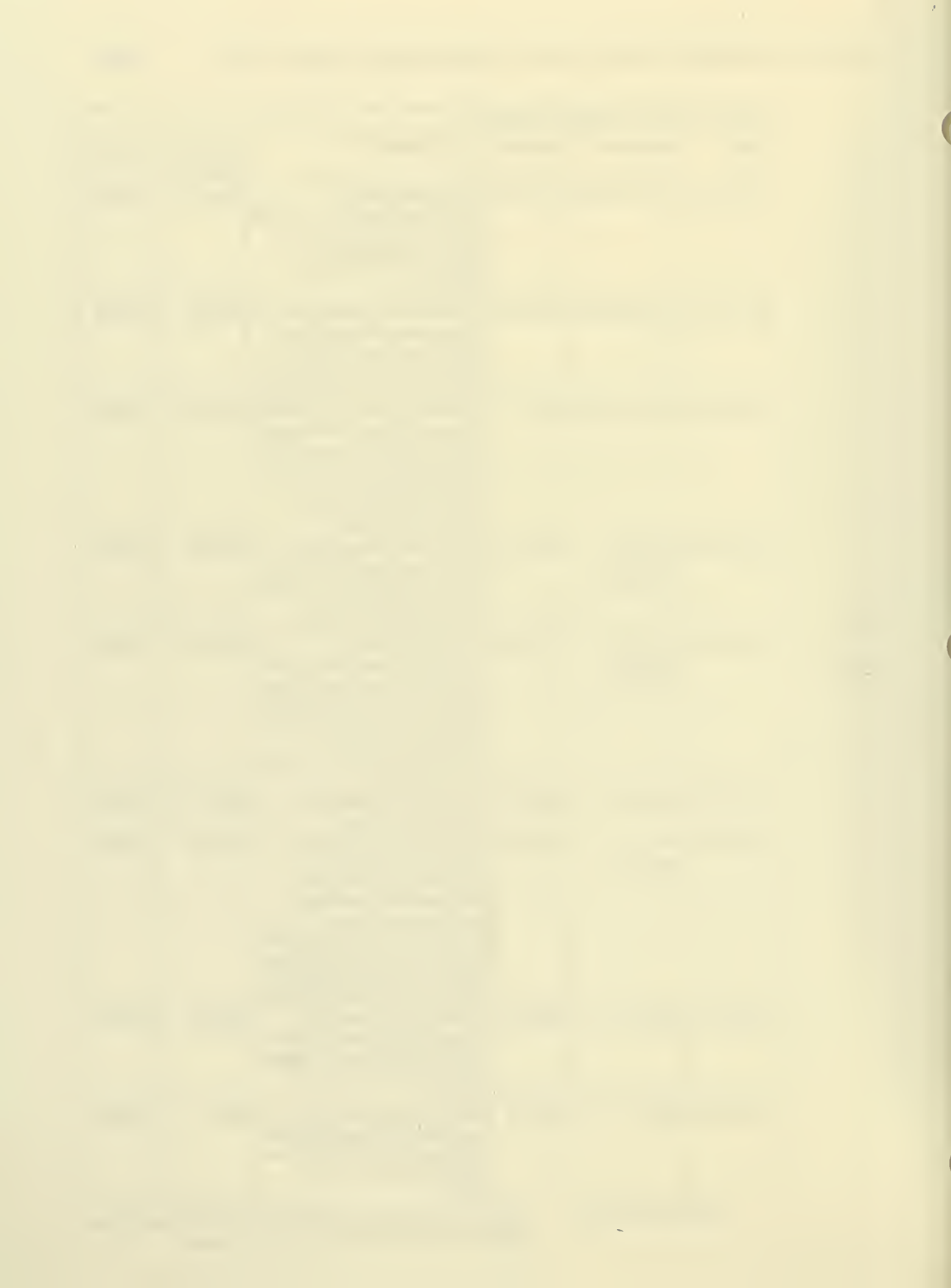
**(4A) Review of requests for approval of proposed personal services contracts
(File No. 0648-95-8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2003-95/96	Social Services	240,000	Provide a self-sufficiency center for GAIN client in the Educational and Training Services Program	Continuing	6/30/96
4015-95/96	Airport	571,752	Represent the airlines' interest and act as their representative to ensure that airline review of Master Plan projects, budget, designs, and coordination work is performed on a timely basis	Regular	6/30/96
4016-95/96	Human Rights Commission	65,000	Provide support to small businesses in the securing of bonding in order to compete for public and private contracts	Regular	6/30/96
4017-95/96	Public Library	142,860	Will inform the public through the cable system about City and County programs, services and policies	Regular	6/30/96



Item 4A, File No. 0648-95-8 (Cont).					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
4018-95/96	Public Works	970,000	Provide professional architectural services for historic preservation for various Civic Center buildings under Earthquake Safety Program Phase 2	Regular	12/31/99
4019-95/96	Public Health	250,000	Perform environmental site assessments, soils and/or water sampling, prepare remedial action plans and remediate site according to the approved site	Regular	8/31/96
4020-95/96	Public Works	60,000	Provide Financial and Personnel System (FPS) retrofit to comply with LDS/FAMIS accounting classification structure as new business needs surface because of opportunities previously closed in old FAMIS	Regular	6/30/96
4021-95/96	Juvenile Probation Department	120,000	Provide court-ordered home detention services for up to 20 youth, on a daily basis, to insure that they adhere to the conditions of their release	Regular	6/30/96
4022-95/96	Juvenile Probation Department	130,000	Provide community reintegration services for youth who have been confined at Log Cabin Ranch School. Services include: comprehensive needs assessments, intensive supervision, vocational training and counseling	Regular	6/30/96
4023-95/96	Purchaser	200,000	Tow the City's motorcycles, cars, trucks and buses	Regular	8/13/97
4024-95/96	Human Resources	181,000	Analyze documented business functional requirements, translate requirements into a relational data base design, provide system design documentation, document client defined processes and methods, perform complex programming tasks, test and debug programs	Regular	6/30/96
4026-95/96	Sheriff	370,000	Provide housing, meals and counseling for County Parolees transferred from county Jail to a Licensed Substance Abuse Facility	Regular	6/30/96
4027-95/96	Sheriff	175,000	Provide housing, meals and counseling for County Parolees transferred from County Jail to a Licensed Substance Abuse Facility	Regular	6/30/96

Recommendation: Adopt Human Resources Director's Report; notify the offices of the Controller and the Purchaser.



- (4B) Proposed amendment to Civil Service Commission Rule 10 - Eligible Lists, Section 10.03 - Extension of Eligibility, to provide for appeal to the Civil Service Commission (File No. 649-95-5)**

Recommendation: Post for adoption at the meeting of August 21, 1995.

- (4C) Proposed Charter Amendment (Draft) amending Charter Section 7.204 relating to prevailing wage requirements for certain nonprofit organizations (B/S File 253-95-1) (File No. 0629-95-1)**

Recommendation: Notify the Board of Supervisors that the proposed Charter amendment does not affect matters within the jurisdiction of the Civil Service Commission.

- (4D) Quarterly monitoring report by the Department of Human Resources of Expanded Certification Rules. (File No. 0651-95-1)**

May 16, 1994: Adopt Department of Human Resources report; Department of Human Resources to implement Civil Service Commission Rules allowing expanded certifications from eligible lists and submit its first monitoring report to the Civil Service Commission in September 1994.

September 19, 1994: First Report presented for the period May 16, 1994 through August 15, 1994.

July 17, 1995: The Department of Human Resources to prepare and submit monitoring report of expanded certification rules at the meeting of August 7, 1995.

Recommendation: Postpone to the meeting of August 21, 1995 due to the non-submission of reports for the periods from September 1994 to present.

- (4E) Monthly report on provisional appointments in the City workforce. (File No. 0649-95-1)**

June 19, 1995: Postponed to the meeting of July 17, 1995 due to non-submission of report.

July 17, 1995: Postponed to the meeting of August 7, 1995 due to non-submission of report.

Recommendation: Postpone to the meeting of August 21, 1995 due to non-receipt of report.

- (4F) Monthly progress report on class consolidation project from the Department of Human Resources (File No. 0650-95-1)**

Recommendation: Report received.



(4G) Annual Report of personal services contracts awarded continuing approval (File No. 652-95-1)

Recommendation: Report received.

(4H) Salary survey and certification of wage schedules for Transit Operators pursuant to Charter Section 8.04 for Fiscal Year 1995-96 (File No. 657-95-3)

Recommendation: Adopt report; certify wage schedules and forward to the Board of Supervisors.

(4I) Jonathan Petty, Firefighter (Class H-2), San Francisco Fire Department (File No. 0660-95-7)

September 19, 1994: Over to the meeting of October 3, 1994 at the request of Mr. Petty's attorney.

October 3, 1994: Over to the meeting of November 7, 1994 at the request of Mr. Petty's attorney.

Recommendation: Off calendar; appeal withdrawn.

(4J) Rochelle Billing, Custodian (Class 2708), Recreation and Park Dept. (File No. 0391-95-7)

July 17, 1995: Over to the meeting of August 7, 1995 at the request of Ms. Billing's attorney.

Recommendation: Over to the meeting of August 21, 1995 at the request of the Recreation and Park Department.

(4K) E. Brian Normandy, Police Officer, (Class Q-2), San Francisco Police Department (File No. 0887-94-7)

November 21, 1994: Over to the meeting of December 5, 1994 at the request of Mr. Normandy's attorney.

December 5, 1994: Over to the meeting of January 9, 1995, at the request of Mr. Normandy's attorney.

January 9, 1995: Over to the meeting of February 6, 1995 at the request of Mr. Normandy's attorney.

February 6, 1995: Over to the meeting of May 1, 1995 at the request of Mr. Normandy's attorney.

May 1, 1995: Over to the meeting of August 7, 1995 at the request of Mr. Normandy's representative.

Recommendation: Over to the meeting of September 18, 1995 at the request of Mr. Normandy's representative.

(4L) Request to designate Class 5165 Deputy General Manager, Operations and Maintenance, Water Department as promotive for layoff purposes. (File No. 0609-95-5)

Recommendation: Adopt report; approve request to designate Class 5160 Deputy General Manager, Water Department promotive for layoff purposes.

(5) REGULAR BUSINESS (5A through 5E)

(5A) Appeal of background rejection for Police Officer by Donald L. Hansen (Class Q-2) (File No. 0301-95-4)

June 19, 1995: Over to the meeting of July 17, 1995 at the request of Mr. Hansen's attorney.

July 17, 1995: Over to the meeting of August 7, 1995 at the request of Mr. Hansen's attorney.

Recommendation: Deny appeal; sustain the decision of the Chief of Police.

(5B) Appeal of background rejection for Police Officer by Kevin Conroy (Class Q-2) (File No. 0366-95-4)

June 19, 1995: Deny appeal; sustain the decision of the Chief of Police

(5C) Appeal of background rejection for Police Officer by Stephen Fitzhenry (Class Q-2) (File No. 0489-95-4)

June 19, 1995: Deny appeal; sustain the decision of the Chief of Police

(5D) Request for reconsideration of Civil Service Commission action of June 19, 1995 from Local 21 - International Federation of Professional and Technical Engineers:

Request for Proposal (RFP) for classification study (citywide including classes represented by the Municipal Executives Association (MEA) and designated unrepresented classes) (File No. 0479-95-1).

June 19, 1995: Approve Request for Proposal; authorize distribution before June 30, 1995.

Recommendation: Sustain decision of June 19, 1995.

(5E) Appeal by Robert Sanchelli of the Training Coordinator (Class 1237) examination announcement and process (File No. 0658-95-4)

Recommendation: Adopt report; deny appeal by Robert Sanchelli.



Part II - 3:00 p.m.

(6) EMPLOYEE SEPARATIONS (Items 8A through 8E)

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (6A) Elizabeth Ugbaja, Registered Nurse (Class 2320), Department of Public Health, San Francisco General Hospital (File No. 0600-05-7)**

July 17, 1995: Over to the meeting of August 7, 1995 at the request of Ms. Ugbaja's attorney.

Recommendation of the Department of Public Health:

Dismiss from the City and County Service. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the Department of Public Health.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (6B) Stuart S. Fong, Police Officer (Class Q-2), San Francisco Police Department (File No. 0659-95-7)**

Recommendation of the San Francisco Police Department:

Dismiss from the City and County Service. No future employment with the San Francisco Police Department.

DISMISSAL OF PERMANENT EMPLOYEE

- (6C) Jan Powers, Registered Nurse (Class 2320) Department of Public Health, San Francisco General Hospital (File No. 0661-95-7)**

Recommendation from the Department of Public Health:

No future employment with the Department of Public Health.

DISMISSAL OF PERMANENT EMPLOYEE

- (6D) Efrain Zuniga, Deputy Sheriff (Class 8304) Sheriff's Department (File No. 0079-95-7)**

February 6, 1995: Over to the meeting of March 6, 1995 at the request of Local 3.

March 6, 1995: Over to the meeting of May 1, 1995 at the request of the Sheriff's Department.

May 1, 1995: Over to the meeting of August 7, 1995 at the request of the Sheriff's Department.

Cont.

- (6D) **Efrain Zuniga, Deputy Sheriff (Class 8304) Sheriff's Department (File No. 0079-95-7)**

Recommendation of the Sheriff's Department:

Dismiss from the City and County service; cancel any current examination and eligibility status; future employment subject to the review and approval of the Human Resources Director after completion of one year of satisfactory work experience outside the City and County service. Not to be employed again by the Sheriff's Department.

DISMISSAL OF PERMANENT EMPLOYEE

- (6E) **Alejandro Mislang, Transit Operator (Class 9163), Public Transportation Department (File No. 0662-95-7)**

Recommendation from the Department of Public Transportation:

No future employment with the Department of Public Transportation.

(7) COMMISSIONERS'S NEW BUSINESS AND REPORTS

(7A) COMMISSIONERS'S NEW BUSINESS

(7B) HUMAN RESOURCES DIRECTOR'S REPORT

(8) REQUESTS TO SPEAK

(9) ADJOURNMENT





CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MINUTES

Regular Meeting
August 7, 1995

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

2:00 p.m.
Room 428
Veterans Building, 401 Van Ness Avenue

TIME CONVENED

2:20 p.m.

ROLL CALL

Present: Commissioner Clopton
Commissioner Kosturos
Commissioner Munson
Excused: Commissioner Pon
Commissioner Rios
Presiding: Commissioner Clopton

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MINUTES

Regular Meeting of July 17, 1995

Action: Adopt

ANNOUNCEMENTS

The Special Meeting in Executive Session (closed session) scheduled for Monday, August 7, 1995 at 1:00 p.m. was canceled.

0887-94-7 E. Brian Normandy, Police Officer, (Class Q-2), San Francisco Police Department (Item No. 4K)

Nov. 21, 1994: Over to the meeting of December 5, 1994 at the request of Mr. Normandy's attorney.

Dec. 5, 1994: Over to the meeting of January 9, 1995, at the request of Mr. Normandy's attorney.

Jan. 9, 1995: Over to the meeting of February 6, 1995 at the request of Mr. Normandy's attorney.

Feb. 6, 1995: Over to the meeting of May 1, 1995 at the request of Mr. Normandy's attorney.

May 1, 1995: Over to the meeting of August 7, 1995 at the request of Mr. Normandy's representative.

Speakers: None

Action: Over to the meeting of September 18, 1995 at the request of Mr. Normandy's representative.

0079-95-7 Efrain Zuniga, Deputy Sheriff (Class 8304) Sheriff's Department (Item No. 6D)

February 6, 1995: Over to the meeting of March 6, 1995 at the request of Loc 3.

March 6, 1995: Over to the meeting of May 1, 1995 at the request of the Sheriff's Department.

May 1, 1995: Over to the meeting of August 7, 1995 at the request of the Sheriff's Department.

Speakers: None

Action: Postponed pending resolution of arbitration issue; the Sheriff to notify the Executive Officer when prepared to proceed.

0301-95-4 Appeal of background rejection for Police Officer by Donald L. Hansen (Class Q-2) (Item No. 5A)

June 19, 1995: Over to the meeting of July 17, 1995 at the request of Mr. Hansen's attorney.

July 17, 1995: Over to the meeting of August 7, 1995 at the request of Mr. Hansen's attorney.

Speakers: None

Action: Over to the meeting of September 18, 1995 at the request of Mr. Hansen's attorney.

0366-95-4 Appeal of background rejection for Police Officer by Kevin Conroy (Class Q-2) (Item No. 5B)

Speakers: None

Action: Over to the meeting of September 18, 1995 at the request of Mr. Conroy's attorney.

0391-95-7 Rochelle Billing, Custodian (Class 2708), Recreation and Park Dept. (Item No. 4J)

July 17, 1995: Over to the meeting of August 7, 1995 at the request of Ms. Billing's attorney.

Speakers: None

Action: Over to the meeting of August 21, 1995 at the request of the Recreation and Park Department.

0479-95-1 Request for reconsideration of Civil Service Commission action of June 19, 1995 from Local 21 - International Federation of Professional and Technical Engineers:

Request for Proposal (RFP) for classification study (citywide including classes represented by the Municipal Executives Association (MEA) and designated unrepresented classes) (Item No. 5D)

June 19, 1995: Approve Request for Proposal; authorize distribution before June 30, 1995.

Speaker: Pro: David Novogrosky, Local 21
Con: None

Action: Sustain decision of June 19, 1995.

0489-95-4 Appeal of background rejection for Police Officer by Stephen Fitzhenry (Class Q-2) (Item No. 5C)

Speakers: None

Action: Over to the meeting of August 21, 1995 at the request of the Executive Officer, CSC.

0600-05-7 Elizabeth Ugbaja, Registered Nurse (Class 2320), Department of Public Health, San Francisco General Hospital (Item No. 6A)

July 17, 1995: Over to the meeting of August 7, 1995 at the request of Ms. Ugbaja's attorney.

Speakers: None

Action: Over to the meeting of August 21, 1995 at the request of the Department of Public Health, S.F. General Hospital.

0609-95-5 Request to designate Class 5165 Deputy General Manager, Operations and Maintenance, Water Department as promotive for layoff purposes. (Item No. 4L)

Speakers: None

Action: Adopt report; approve request to designate Class 5160 Deputy General Manager, Water Department as promotive for layoff purposes.

0629-95-1 Proposed Charter Amendment (Draft) amending Charter Section 7.204 relating to prevailing wage requirements for certain nonprofit organizations (B/S File 253-95-1) (Item No. 4C)

Speakers: None

Action: Notify the Board of Supervisors that the proposed Charter amendment does not affect matters within the jurisdiction of the Civil Service Commission.

0648-95-8 Review of requests for approval of proposed personal services contracts (Item No. 4A)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2003-95/96	Social Services	240,000	Provide a self-sufficiency center for GAIN client in the Educational and Training Services Program	Continuing	6/30/96
4015-95/96	Airport	571,752	Represent the airlines' interest and act as their representative to ensure that airline review of Master Plan projects, budget, designs, and coordination work is performed on a timely basis	Regular	6/30/96
4016-95/96	Human Rights Commission	65,000	Provide support to small businesses in the securing of bonding in order to compete for public and private contracts	Regular	6/30/96
4017-95/96	Public Library	142,860	Will inform the public through the cable system about City and County programs, services and policies	Regular	6/30/96
4018-95/96	Public Works	970,000	Provide professional architectural services for historic preservation for various Civic Center buildings under Earthquake Safety Program Phase 2	Regular	12/31/99
4019-95/96	Public Health	250,000	Perform environmental site assessments, soils and/or water sampling, prepare remedial action plans and remediate site according to the approved site	Regular	8/31/96
4020-95/96	Public Works	60,000	Provide Financial and Personnel System (FPS) retrofit to comply with LDS/FAMIS accounting classification structure as new business needs surface because of opportunities previously closed in old FAMIS	Regular	6/30/96
4021-95/96	Juvenile Probation Department	120,000	Provide court-ordered home detention services for up to 20 youth, on a daily basis, to insure that they adhere to the conditions of their release	Regular	6/30/96
4022-95/96	Juvenile Probation Department	130,000	Provide community reintegration services for youth who have been confined at Log Cabin Ranch School. Services include: comprehensive needs assessments, intensive supervision, vocational training and counseling	Regular	6/30/96

Item 4A, File No. 0648-95-8 (Cont).					
PSC#	Department	Amount	Type of Services	Type of Approval	Duration
4023-95/96	Juvenile Probation Department	175,000	Provide pre-placement shelter services for delinquent youth as an alternative to detention at Juvenile Hall	Regular	6/30/96
4024-95/96	Purchaser	200,000	Tow the City's motorcycles, cars, trucks and buses	Regular	8/13/97
4025-95/96	Human Resources	181,125	Analyze documented business functional requirements, translate requirements into a relational data base design, provide system design documentation, document client defined processes and methods, perform complex programming tasks, test and debug programs	Regular	6/30/96
4026-95/96	Sheriff	370,186	Provide housing, meals and counseling for County Parolees transferred from county Jail to a Licensed Substance Abuse Facility	Regular	6/30/96
4027-95/96	Sheriff	175,200	Provide housing, meals and counseling for County Parolees transferred from County Jail to a Licensed Substance Abuse Facility	Regular	6/30/96

Speakers: Contract 4018-95/96:
Pro: None
Con: Linda Jofuku, Local 21

Contract 4025-95/96:
Pro: Kira Chuchom, DHR
Con: Linda Jofuku, Local 21

Action: Adopt Human Resources Director's Report; notify the offices of the Controller and the Purchaser.

0649-95-5 Proposed amendment to Civil Service Commission Rule 10 - Eligible Lists, Section 10.03 - Extension of Eligibility, to provide for appeal to the Civil Service Commission (Item No. 4B)

Speakers: None

Action: Post for adoption at the meeting of August 21, 1995.

0650-95-1 Monthly progress report on class consolidation project from the Department of Human Resources (Item No. 4F)

Speakers: None

Action: Report received.

0651-95-1 Quarterly monitoring report by the Department of Human Resources of Expanded Certification Rules. (Item No. 4D)

May 16, 1994: Adopt Department of Human Resources report; Department of Human Resources to implement Civil Service Commission Rules allowing expanded certifications from eligible lists and submit its first monitoring report to the Civil Service Commission in September 1994.

Sept. 19, 1994: First report presented for the period May 16, 1994 through August 15, 1994.

July 17, 1995: The Department of Human Resources to prepare and submit monitoring reports of expanded certification rules at the meeting of August 7, 1995.

Speakers: None

Action: Postponed to the meeting of August 21, 1995 due to the non-submission of quarterly reports for the periods from September 1994 to present.

0652-95-1 Annual Report of personal services contracts awarded continuing approval (Item No. 4G)

Speakers: None

Action: Report received.

0653-95-1 Monthly report on provisional appointments in the City workforce. (Item No. 4E)

June 19, 1995: Postponed to the meeting of July 17, 1995 due to non-submission of report for May 1995.

July 17, 1995: Postponed to the meeting of August 7, 1995 due to non-submission of reports for May and June 1995.

Speakers: None

Action: Postponed to the meeting of August 21, 1995 due to failure to submit reports for May and June 1995 by agenda deadline.

0657-95-3 Salary survey and certification of wage schedules, Fiscal Year 1995-96, for Transit Operators (Charter Section 8.404 (Item No. 4H)

Speakers: None

Action: Adopt report; certify wage schedules and forward to the Board of Supervisors.

0658-95-4 Appeal by Robert Sanchelli of the Training Coordinator (Class 1237) examination announcement and process (Item No. 5E)

Speakers: Pro: Karen Taylor, DHR
Con: Robert Sanchelli

Action: Over to the meeting of August 21, 1995 by
Commission action.

0659-95-7 Stuart S. Fong, Police Officer (Class Q-2), San Francisco Police Department (Item No. 6B)

Speakers: None

Action: Over to the meeting of August 21, 1995 at the request
of Mr. Fong.

0660-95-7 Jonathan Petty, Firefighter (Class H-2), San Francisco Fire Department Item No. 4I)

Sept. 19, 1994: Over to the meeting of October 3, 1994 at the request of Mr.
Petty's attorney.

October 3, 1994: Over to the meeting of November 7, 1994 at the request of Mr.
Petty's attorney.

Speakers: None

Action: Off calendar; appeal withdrawn.

0661-95-7 Jan Powers, Registered Nurse (Class 2320) Department of Public Health, San Francisco General Hospital (Item No. 6C)

Speakers: None

Action: No future employment with the Department of Public Health.

0662-95-7 Alejandro Mislang, Transit Operator (Class 9163), Public Transportation Department (Item No. 6E)

Speaker: Martha Johnson, Public Transportation Department

Action: Future employment subject to the review and approval of the
Human Resources Director after satisfactory completion of
one year's work experience outside the City and County
service.

COMMISSIONERS'S NEW BUSINESS (Item No. 7A)

None

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 7B)

The request of the Human Resources Director to submit the monthly report on provisional appointments in the City and County workforce at the meeting was denied by the Commission for the following reasons:

1. The report was not submitted by the deadline date for calendaring and was, therefore, automatically continued to the next meeting [See File 0653-95-1 (Item No. 4E)];
2. Proper public notice that the Commission would be considering this report was not given under applicable State and local public meeting laws; and
3. Acceptance of a lengthy and detailed written report at a Civil Service Commission meeting violates long-standing Civil Service Commission policy and Rule. To be considered, reports must be included in the Commissioners's meeting material sent to the Commissioners in advance of the meeting as required by Civil Service Commission Rule 5, Section 5.04.

REQUESTS TO SPEAK

None

ADJOURNMENT

3:35 p.m.



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CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

A G E N D A

Regular Meeting

of

August 21, 1995

2:00 p.m.

Room 428,

Veterans Building, 401 Van Ness Avenue

Order of Business

Part I - 2:00 p.m.

1. CALL TO ORDER AND COMMISSION ROLL CALL
2. MINUTES
3. ANNOUNCEMENTS
4. CONSENT AGENDA
5. REGULAR BUSINESS

Part II - 3:00 p.m.

6. EMPLOYEE SEPARATIONS
7. COMMISSIONERS'S NEW BUSINESS AND REPORTS
8. REQUESTS TO SPEAK
9. ADJOURNMENT

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KAREN CLOPTON
PRESIDENT

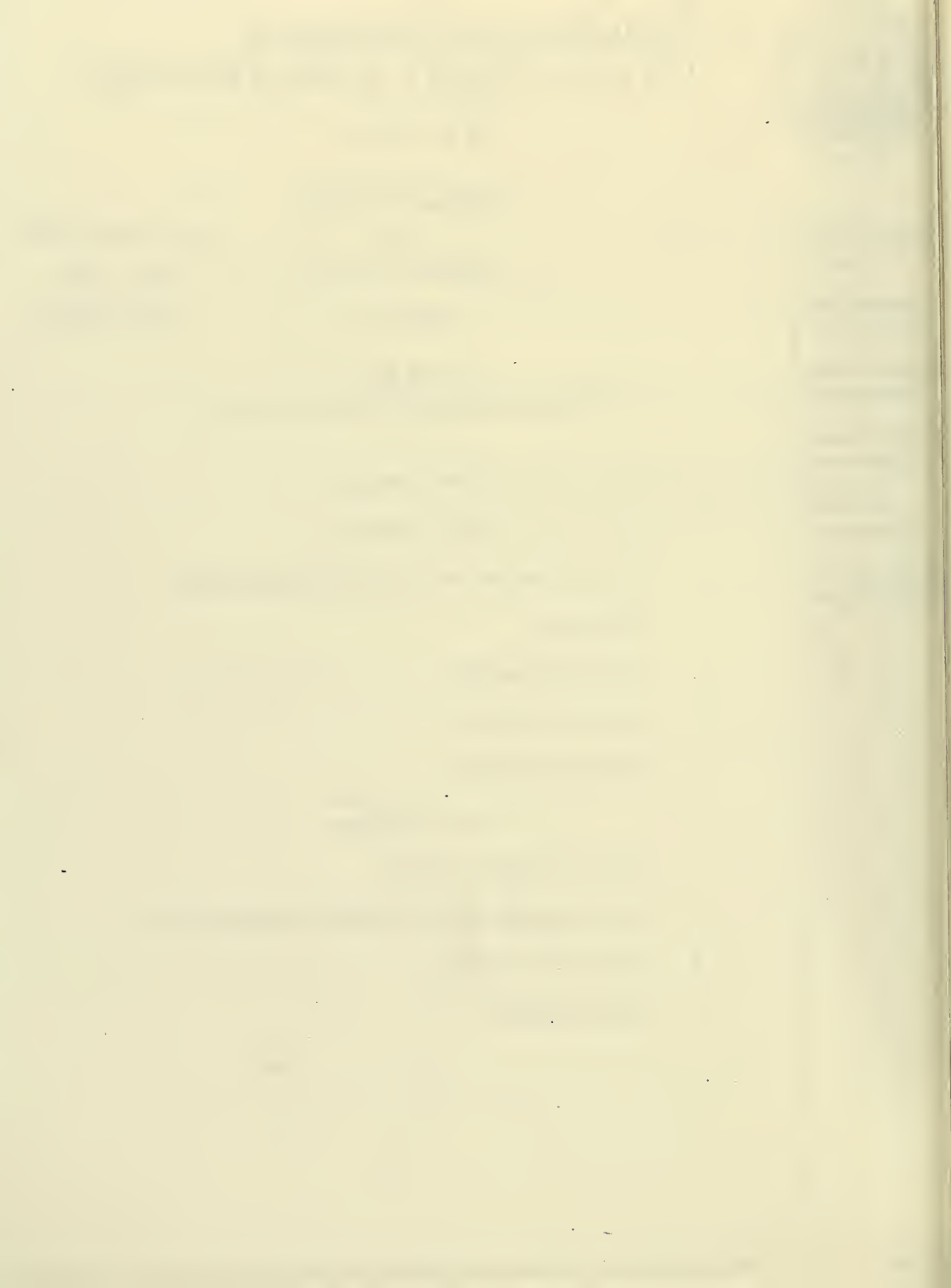
ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

BERT C. WALKER
EXECUTIVE OFFICER



Notice of Commission Hearing Policies and Procedures**A. Commission Office**

The Civil Service Commission office is located in Room 304, 401 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 554-4747 and the fax number is (415) 554-4714. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy requiring written reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission Office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10¢) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline will not be calendared.

C. Policy on written submissions by appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2" X 11" paper, three-hole punched on left margin and page numbered in the bottom margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and procedure for postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing prior to the meeting. Before acting, the Executive Officer may refer certain requests to another city official for recommendation. Telephone requests must be confirmed in writing. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on hearing items out of order and on private hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separation Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

F. Policy on tape recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

G. Requests to speak before the Civil Service Commission

Persons requesting to address the Commission on matters not on the agenda but within the jurisdiction of the Commission may complete a "REQUEST TO ADDRESS THE COMMISSION" form and submit it to the Commission Executive Officer before the meeting. Requests may be submitted by telephone by calling the Commission office before 12 Noon on the meeting day. Requests will be numbered in the order of receipt. This number will determine the order that speakers will be heard; *OR* a person may also appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission without completing a Request form. These speakers will be heard following the speakers with a Request form. In either case, speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker is three (3) minutes. Total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on disability access

The Civil Service Commission normally meets in Room 428 Veterans Building, 401 Van Ness Avenue. However, meetings not held in this room are conducted in the Civic Center Area.



The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 1/2 blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.



The following services are available on request 72 hours prior to the meeting: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission Office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public.

Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance will assure that their deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 401 Van Ness Avenue, Room 402, Telephone No. 554-7940.

**City and County of San Francisco
Civil Service Commission**

**Agenda for Regular Meeting
August 21, 1995**

PART I - 2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND COMMISSION ROLL CALL

(2) MINUTES

Regular Meeting of August 7, 1995

(3) ANNOUNCEMENTS

A. Announcement of changes to agenda

B. Executive Session, August 21, 1995

C. Other announcements

(4) CONSENT AGENDA (ITEM 4A THROUGH 4E)

All matters listed on the Consent Agenda are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Agenda and considered as a separate item.

**(4A) Review of requests for approval of proposed personal services contracts
(File No. 0697-95-8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2004-95/96	Mayor	64,847	Provide after-school program serving "at-risk" children 5-15 in the Excelsior District	Continuing	8/31/96
2005-95/96	Mayor	112,690	Provide low-income, at-risk infants and toddlers in full-time, year-round care in a community-based infant day care center	Continuing	8/31/96
2006-95/96	Mayor	137,107	Provide children, ages 5-13, of low-income working parents and foster parents a comprehensive after-school program in the Western Addition	Continuing	8/31/96

Item 4A, File No. 0697-95-8 (Cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2007-95/96	Mayor	377,683	Provide 327 youth with disabilities in its four components: WRP classroom, summer jobs, work experience, and prevocational program for students with severe disabilities	Continuing	8/31/96
2008-95/96	Mayor	240,000	Provide 2,500 elementary and middle youth with after-school programming in the Richmond District	Continuing	8/31/96
2009-95/96	Mayor	290,147	Provide 650 Asian youth under the age of 17 in San Francisco with health and social services through case management service	Continuing	8/31/96
2010-95/96	Mayor	324,559	Provide 200 Mission District newcomer Latino youth ages six to 17 who have lived in the United States for less than six years with community and school-linked services and activities	Continuing	8/31/96
2011-95/96	Mayor	256,108	Provide a violence reduction/education program to lesbian, gay, bisexual, transgendered and sexually-questioning youth on the job and classroom training	Continuing	8/31/96
2012-95/96	Mayor	284,208	Provide services to 1885 San Francisco youth in the Mission/Outer Mission Consortium	Continuing	8/31/96
4028-95/96	Controller	100,000	Consulting services to develop a citywide Strategic Information Technology Plan	Regular	6/30/96
4029-95/96	Mayor	139,663	Street work, crime prevention and counseling in the Western Addition	Regular	6/30/96
4030-95/96	Mayor	80,000	Provide educational support services in the areas of homework assistance.	Regular	6/30/96
4031-95/96	Mayor	100,000	Provide recreational, social, educational and employment related programming to youth who have records of court adjudications	Regular	6/30/96
4032-95/96	Mayor	114,300	Perform street outreach and intervention among Hispanic Youth in targeted areas, particularly among youth gang members	Regular	6/30/96

Item 4A, File No. 0697-95-8 (Cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4033-95/96	Port	140,000	Provide specialized design of two key elements - rehabilitation of a public boat ramp and a new bait shop/cafe on a reconfigured sea wall or new piles	Regular	6/1/96
4034-95/96	Port	65,748	Provide engineering services to repair damage to the facilities at Pier 48 caused by the Loma Prieta earthquake	Regular	1/31/96
4035-95/96	Public Health	62,810	Professional consulting services to develop and implement a Pediatric Education for Paramedics Course	Regular	6/30/96
4036-95/96	Sheriff	225,000	Electronic Home Detention Monitoring Services to implement Penal Code Section 1203.0166	Regular	12/31/95
4037-95/96	Sheriff	220,825	Housing, meals and counseling for county parolees transferred from the county jails to licensed substance abuse facility: Liberation House	Regular	6/30/96
4038-95/96	Public Health	135,200	Health care and case management for school children	Regular	8/25/96
4039-95/96	Chief Administrative Officer	89,000	Work with city departments, garbage hauler and independent recyclers to develop and expand city government solid waste reduction and recycling programs	Regular	6/30/97
4040-95/96	Public Works	200,000	Provide as-needed geotechnical engineering services which include providing investigations and reports for new and existing building/bridge foundations and recommendations for designing retaining wall systems, embankments and improved ground	Regular	1/1/98
4041-95/96	Public Health	489,084	Provide ethnically specific HIV prevention services targeting African American, Asian/Pacific Islander and Latino young gay, bisexual men and transgendered persons ages 17 through 25	Regular	12/31/96
4042-95/96	Public Health	415,948	Provide prevention and education services, including outreach and multiple session groups, to women who have sex with male intravenous drug users	Regular	12/31/96

Item 4A, File No. 0697-95-8 (Cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4043-95/96	Public Health	250,718	Provide prevention and education services including community outreach, community presentations, individual counseling, and peer support workshops, to women who have sex with male intravenous drug users.	Regular	12/31/96
4044-95/96	Sheriff	197,000	Housing, meals and counseling for county parolees transferred from county jail to a licensed substance abuse facility: Comprehensive Action Network: Thurgood Marshall Center	Regular	6/30/96
4045-95/96	Sheriff	370,186	Provide housing, meals, and counseling for county parolees transferred from County Jail to a licensed substance abuse facility: Walden House, Inc.	Regular	6/30/96
4046-95/96	Sheriff	175,200	Provide housing, meals, and counseling for county parolees transferred from County Jail to a licensed substance abuse facility: Linda Connelly and Associates - Milestones	Regular	6/30/96
4047-95/96	Airport	673,200	Provide engineering service for the design of the improvements to the central plant	Regular	5/5/99
4048-95/96	Airport	2,200,000	Prepare aviation fuel-system inventory and master plan with recommendations for improvements required to meet the needs of the new International Terminal Complex and Cargo facilities.	Regular	12/31/99
168C-94/95	Mayor	390,522 (519,854 total)	Provide extending educational and pre-vocational training services to those recently released from detention	Continuing	8/31/96
88-94/95	Public Utilities Commission	250,000 (500,000 total)	Provide power supply planning consultant services to Hetch Hetchy on an "as needed" basis for a period of five years	Regular	7/30/99
030R-94/95	Chief Administrative Officer	470,000 (625,000 total)	Design and implement public information campaigns to increase residents participation in SF's curbside, apartment and commercial recycling programs; an to increase awareness about waste reduction, composting and hazardous waste disposal and minimization.	Regular	6/30/97

Item 4A, File No. 0697-95-8 (Cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
074C-94/95	Public Health	306,250 (870,523 total)	Provide an aftercare program and psychosocial support services to assist HIV positive homeless and runaway youth in exiting street life	Continuing	6/30/96
895-93/94	Public Health	177,582 (329,009 total)	Provide HIV/AIDS prevention, education, and support for safer sex practices to gay and bisexual men of diverse ethnic/cultural backgrounds between the ages of 18 and 25	Regular	6/30/98
193-94/95	Public Health	126,800 (257,204 total)	Provide street-based HIV/AIDS prevention outreach to high-risk youth in the Haight Ashbury neighborhood of San Francisco	Regular	12/31/96

Recommendation: Adopt Human Resources Director's Report; notify the offices of the Controller and the Purchaser.

(4B) Proposed amendment to Civil Service Commission Rule 10 - Eligible Lists, Section 10.03 - Extension of Eligibility, to provide for appeal to the Civil Service Commission (File No. 649-95-5)

August 7, 1995: Post for adoption at the meeting of August 21, 1995.

Recommendation: Adopt.

(4C) Quarterly monitoring report by the Department of Human Resources of Expanded Certification Rules. (File No. 0651-95-1)

May 16, 1994: Adopt Department of Human Resources report; Department of Human Resources to implement Civil Service Commission Rules allowing expanded certifications from eligible lists and submit its first monitoring report to the Civil Service Commission in September 1994.

September 19, 1994: First Report presented for the period May 16, 1994 through August 15, 1994.

July 17, 1995: The Department of Human Resources to prepare and submit monitoring reports for expanded certification rules at the meeting of August 7, 1995.

August 7, 1995: Postpone to the meeting of August 21, 1995 due to the non-submission of quarterly reports for the periods from September 1994 to present.

Recommendation: Postpone to the meeting of September 18, 1995 due to the non-submission of quarterly reports for the periods from September 1994 to present.

**(4D) Monthly report on provisional appointments in the City workforce.
(File No. 0649-95-1)**

- June 19, 1995: Postpone to the meeting of July 17, 1995 due to non-submission of report for May 1995.
- July 17, 1995: Postpone to the meeting of August 7, 1995 due to non-submission of reports for May and June 1995.
- August 7, 1995: Postpone to the meeting of August 21, 1995 due to failure to submit reports for May and June 1995 by agenda deadline.
- Recommendation: Report received for month of July. (May and June reports not received.)

**(4E) Rochelle Billing, Custodian (Class 2708), Recreation and Park Dept.
(File No. 0391-95-7)**

- July 17, 1995: Over to the meeting of August 7, 1995 at the request of Ms. Billing's attorney.
- August 7, 1995: Over to the meeting of August 21, 1995 at the request of the Recreation and Park Department.
- Recommendation: Over to the meeting of October 2, 1995 at the request of the Recreation and Park Department.

(5) REGULAR BUSINESS (5A through 5D)

**(5A) Appeal by Robert Sanchelli of the Training Coordinator (Class 1237)
examination announcement and process (File No. 0658-95-4)**

- August 7, 1995: Over to the meeting of August 21, 1995 by Commission action.
- Recommendation: Adopt report; deny appeal of Robert Sanchelli.

**(5B) Appeal of background rejection for Police Officer by Stephen Fitzhenry
(Class Q-2) (File No. 0489-95-4)**

- August 7, 1995: Over to the meeting of August 21, 1995 at the request of the Executive Officer, CSC.
- Recommendation: Deny appeal; sustain the decision of the Chief of Police.

**(5C) Appeal of background rejection for Police Officer by Christine
Bullington (Class Q-2) (File No. 0564-95-4)**

- Recommendation: Deny appeal; sustain the decision of the Chief of Police.

(5D) Appeal of residency for Firefighter (Class H-2) by Brian Hansen (File No. 0520-95-4)

Recommendation: Deny appeal; sustain the decision of the Chief of the San Francisco Fire Department

Part II - 3:00 p.m.

(6) EMPLOYEE SEPARATIONS (Items 6A through 6G)

As soon after 3:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Executive Officer will also announce changes to the 3:00 p.m. agenda during the roll call.

APPEAL OF AUTOMATIC RESIGNATION

(6A) Robert A. Tayac, Police Officer (Class Q-2), San Francisco Police Department (File No. 0404-95-7)

June 5, 1995: Over to the meeting of June 19, 1995 at Mr. Tayac's request.

June 19, 1995: Over to the meeting of July 19, 1995 at the request of Mr. Tayac's attorney.

July 19, 1995: Over to the meeting of August 21, 1995 at the request of Mr. Tayac's attorney. The Commission stipulated that no further continuances will be granted.

Recommendation of the San Francisco Police Department:

Deny appeal. Approve automatic resignation. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the San Francisco Police Department.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(6B) Stuart S. Fong, Police Officer (Class Q-2), San Francisco Police Department (File No. 0659-95-7)

August 7, 1995: Over to the meeting of August 21, 1995 at the request of Mr. Fong.

Recommendation of the San Francisco Police Department:

Dismiss from the City and County Service. No future employment with the San Francisco Police Department.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (6C) **Elizabeth Ugbaja, Registered Nurse (Class 2320), Department of Public Health, San Francisco General Hospital (File No. 0600-95-7)**

July 17, 1995: Over to the meeting of August 7, 1995 at the request of Mr. Ugbaja's attorney.

Aug. 7, 1995: Over to the meeting of August 21, 1995 at the request of the Department of Public Health, S.F. General Hospital.

Recommendation of the Department of Public Health:

Dismiss from the City and County service. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the Department of Public Health.

APPEAL OF AUTOMATIC RESIGNATION

- (6D) **Andrew Marowitz, Electrical Transit Service Worker (Class 7409), Department of Public Transportation (File No. 0698-95-7)**

Recommendation of the Department of Public Transportation:

Deny appeal. Approve automatic resignation. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the Department of Public Transportation.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (6E) **Lon C. Banks, Police Officer (Class Q-2), San Francisco Police Department (File No. 0700-95-7)**

Recommendation of the San Francisco Police Department:

Dismiss from the City and County Service. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service.

DISMISSAL OF PERMANENT EMPLOYEE

- (6F) **Kenneth C. Nichols, Police Officer, (Class Q-2) San Francisco Police Department (File No. 0701-95-7)**

Recommendation of the San Francisco Police Department:

No future employment with the San Francisco Police Department.

DISMISSAL OF PERMANENT EMPLOYEE

- (6G) **David Ladd, Transit Operator, (Class 9163), Department of Public Transportation (File No. 0702-95-7)**

Recommendation of the Department of Public Transportation:

No future employment with the Department of Public Transportation.

(7) COMMISSIONERS'S NEW BUSINESS AND REPORTS

- (7A) COMMISSIONERS'S NEW BUSINESS

- (7B) HUMAN RESOURCES DIRECTOR'S REPORT

Workplace Violence Prevention Plan

Recommendation: Take plan under advisement for public discussion and adoption at the meeting of September 18, 1995.

(8) REQUESTS TO SPEAK

(9) ADJOURNMENT



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MINUTES

Regular Meeting
August 21, 1995

2:00 p.m.

Room 428,

Veterans Building, 401 Van Ness Avenue

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

MORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

BERT C. WALKER
EXECUTIVE OFFICER

TIME CONVENED

2:45 p.m.

ROLL CALL

Present: Commissioner Kosturos
Commissioner Munson
Commissioner Pon
Excused: Commissioner Clopton
Commissioner Rios
Presiding: Commissioner Pon

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MINUTES

Regular Meeting of August 21, 1995

Action: Adopt

ANNOUNCEMENTS

A. Executive Session, August 21, 1995

The Civil Service Commission held a Special Meeting in Executive Session (closed session) on Monday, August 21, 1995 at 1:00 p.m. in Room 304A Veterans Building, for the following purposes and under the authority cited:

- I. Purpose: Consultation with the Commission's Labor Negotiator
Authority: California Government Code Section 54957.6
- II. Purpose: Conference with the City Attorney on a matter with substantial likelihood of litigation.
Authority: California Government Code Section 54958.9

Present were Commissioners Pon, Kosturos, and Munson.

The Commission consulted with and instructed the labor negotiator on the labor relations issues.

The Commission consulted with the City Attorney on the matter of potential litigation.

B. Cancellation of Regular Meeting of September 4, 1995.

Due to the Labor Day Holiday, which occurs on the same date as a regularly scheduled Civil Service Commission meeting, the Civil Service Commission meeting of Monday, September 4, 1995 has been canceled.

The Civil Service Commission will resume its regular meeting schedule on Monday, September 18, 1995 at 2:00 p.m. in Room 428 Veterans Building, 401 Van Ness Avenue. If necessary, the Civil Service Commission will hold Special Meetings to address any matter requiring immediate attention.

- 0391-95-7 Rochelle Billing, Custodian (Class 2708), Recreation and Park Dept. (Item No. 4E)**
- July 17, 1995: Over to the meeting of August 7, 1995 at the request of Ms. Billing's attorney.
- August 7, 1995: Over to the meeting of August 21, 1995 at the request of the Recreation and Park Department.
- Speakers: None
- Action: Over to the meeting of October 2, 1995 at the request of Ms. Billing's attorney.
- 0404-95-7 Robert A. Tayac, Police Officer (Class Q-2), San Francisco Police Department (Item No. 6A)**
- June 5, 1995: Over to the meeting of June 19, 1995 at Mr. Tayac's request.
- June 19, 1995: Over to the meeting of July 19, 1995 at the request of Mr. Tayac's attorney.
- July 19, 1995: Over to the meeting of August 21, 1995 at the request of Mr. Tayac's attorney. The Commission stipulated that no further continuances will be granted.
- Speakers: None
- Action: Over to the meeting of September 18, 1995 at the request of Mr. Tayac's attorney.
- 0489-95-4 Appeal of background rejection for Police Officer by Stephen Fitzhenry (Class Q-2) (Item No. 5B)**
- August 7, 1995: Over to the meeting of August 21, 1995 at the request of the Executive Officer, CSC.
- Speakers: Pro: Lt. James Long, SFPD
Con: Richard Green, Attorney for Stephen Fitzhenry
- Action: Off calendar by Commission action; refer to the Executive Officer for disposition.
- 0520-95-4 Appeal by Brian Hansen of disqualification for Firefighter (Class H-2) due to residency (Item No. 5D)**
- Speakers: None
- Action: Over to the meeting of September 18, 1995 at the request of the Mr. Hansen's attorney.
- 0564-95-4 Appeal of background rejection for Police Officer by Christine Bullington (Class Q-2) (Item No. 5C)**
- Speakers: None
- Action: Off calendar at the request of the San Francisco Police Department; background rejection withdrawn.

0600-95-7 Elizabeth Ugbaja, Registered Nurse (Class 2320), Department of Public Health, San Francisco General Hospital (Item No. 6C)

July 17, 1995: Over to the meeting of August 7, 1995 at the request of Ms. Ugbaja's attorney.

Aug. 7, 1995: Over to the meeting of August 21, 1995 at the request of the Department of Public Health, S.F. General Hospital.

Speakers: Pro: Gilbert Lopez, Department of Public Health-San Francisco General Hospital
Con: Kenneth Sperandio, Attorney for Elizabeth Ugbaja

Action: Dismiss from the City and County service. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of on year's work experience outside the City and County service. No future employment with the Department of Public Health.

0649-95-1 Monthly report on provisional appointments in the City workforce. (Item No. 4D)

June 19, 1995: Postpone to the meeting of July 17, 1995 due to non-submission of report for May 1995.

July 17, 1995: Postpone to the meeting of August 7, 1995 due to non-submission of reports for May and June 1995.

August 7, 1995: Postpone to the meeting of August 21, 1995 due to failure to submit reports for May and June 1995 by agenda deadline.

Speakers: Harry Baker, Local 790
Tod Cochran, SEIU
Linda Jofuku, Local 21

Action: 1. Report received for month of July; file. (May and June reports not received.)
2. The Commission urges the Human Resources Director to extend those eligible lists adopted under the Accelerated Testing Program from which the certification of eligibles has been delayed. Further, that extension be made only if required and only for the time necessary to accomplish certification of provisional employees in affected classes.

649-95-5 Proposed amendment to Civil Service Commission Rule 10 - Eligible Lists, Section 10.03 - Extension of Eligibility, to provide for appeal to the Civil Service Commission (Item No. 4B)

August 7, 1995: Post for adoption at the meeting of August 21, 1995.

Speakers: None

Action: Over to the meeting of September 18, 1995

0651-95-1 Quarterly monitoring report by the Department of Human Resources of Expanded Certification Rules. (Item No. 4C)

- May 16, 1994: Adopt Department of Human Resources report; Department of Human Resources to implement Civil Service Commission Rules allowing expanded certifications from eligible lists and submit its first monitoring report to the Civil Service Commission in September, 1994.
- September 19, 1994: First Report presented for the period May 16, 1994 through August 15, 1994.
- July 17, 1995: The Department of Human Resources to prepare and submit monitoring reports for expanded certification rules at the meeting of August 7, 1995.
- August 7, 1995: Postpone to the meeting of August 21, 1995 due to the non-submission of quarterly reports for the periods from September 1994 to present.
- Speakers: None
- Action: Postpone to the meeting of September 18, 1995 due to the non-submission of quarterly reports for the periods from September 1994 to present.

0658-95-4 Appeal by Robert Sanchelli of the Training Coordinator (Class 1237) examination announcement and process (Item No. 5A)

- August 7, 1995: Over to the meeting of August 21, 1995 by Commission action.
- Speakers: Pro: Karen Taylor, Department of Human Resources
Con: Robert Sanchelli
- Action: Adopt report; deny appeal of Robert Sanchelli.

0659-95-7 Stuart S. Fong, Police Officer (Class Q-2), San Francisco Police Department (Item No. 6B)

- August 7, 1995: Over to the meeting of August 21, 1995 at the request of Mr. Fong.
- Speakers: None
- Action: Over to the meeting of September 18, 1995 at the request of Mr. Fong.

0697-95-8 Review of requests for approval of proposed personal services contracts (Item No. 4A)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2004-95/96	Mayor	64,847	Provide after-school program serving "at-risk" children 5-15 in the Excelsior District	Continuing	8/31/96
2005-95/96	Mayor	112,690	Provide low-income, at-risk infants and toddlers in full-time, year-round care in a community-based infant day care center	Continuing	8/31/96
2006-95/96	Mayor	137,107	Provide children, ages 5-13, of low-income working parents and foster parents a comprehensive after-school program in the Western Addition	Continuing	8/31/96
2007-95/96	Mayor	377,683	Provide 327 youth with disabilities in its four components: WRP classroom, summer jobs, work experience, and prevocational program for students with severe disabilities	Continuing	8/31/96
2008-95/96	Mayor	240,000	Provide 2,500 elementary and middle youth with after-school programming in the Richmond District	Continuing	8/31/96
2009-95/96	Mayor	290,147	Provide 650 Asian youth under the age of 17 in San Francisco with health and social services through case management service	Continuing	8/31/96
2010-95/96	Mayor	324,559	Provide 200 Mission District newcomer Latino youth ages six to 17 who have lived in the United States for less than six years with community and school-linked services and activities	Continuing	8/31/96
2011-95/96	Mayor	256,108	Provide a violence reduction/education program to lesbian, gay, bisexual, transgendered and sexually-questioning youth on the job and classroom training	Continuing	8/31/96
2012-95/96	Mayor	284,208	Provide services to 1885 San Francisco youth in the Mission/Outer Mission Consortium	Continuing	8/31/96
4028-95/96	Controller	100,000	Consulting services to develop a citywide Strategic Information Technology Plan	Regular	6/30/96

0697-95-8 (Item 4A) (Cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4029-95/96	Mayor	139,663	Street work, crime prevention and counseling in the Western Addition	Regular	6/30/96
4030-95/96	Mayor	80,000	Provide educational support services in the areas of homework assistance.	Regular	6/30/96
4031-95/96	Mayor	100,000	Provide recreational, social, educational and employment related programming to youth who have records of court adjudications	Regular	6/30/96
4032-95/96	Mayor	114,300	Perform street outreach and intervention among Hispanic Youth in targeted areas, particularly among youth gang members	Regular	6/30/96
4033-95/96	Port	140,000	Provide specialized design of two key elements - rehabilitation of a public boat ramp and a new bait shop/cafe on a reconfigured sea wall or new piles	Regular	6/1/96
4034-95/96	Port	65,748	Provide engineering services to repair damage to the facilities at Pier 48 caused by the Loma Prieta earthquake	Regular	1/31/96
4035-95/96	Public Health	62,810	Professional consulting services to develop and implement a Pediatric Education for Paramedics Course	Regular	6/30/96
4036-95/96	Sheriff	225,000	Electronic Home Detention Monitoring Services to implement Penal Code Section 1203.0166	Regular	12/31/95
4037-95/96	Sheriff	220,825	Housing, meals and counseling for county parolees transferred from the county jails to licensed substance abuse facility: Liberation House	Regular	6/30/96
4038-95/96	Public Health	135,200	Health care and case management for school children	Regular	8/25/96
4039-95/96	Chief Administrative Officer	89,000	Work with city departments, garbage hauler and independent recyclers to develop and expand city government solid waste reduction and recycling programs	Regular	6/30/97

0697-95-8 (Item 4A) (Cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4040-95/96	Public Works	200,000	Provide as-needed geotechnical engineering services which include providing investigations and reports for new and existing building/bridge foundations and recommendations for designing retaining wall systems, embankments and improved ground	Regular	1/1/98
4041-95/96	Public Health	489,084	Provide ethnically specific HIV prevention services targeting African American, Asian/Pacific Islander and Latino young gay, bisexual men and transgendered persons ages 17 through 25	Regular	12/31/96
4042-95/96	Public Health	415,948	Provide prevention and education services, including outreach and multiple session groups, to women who have sex with male intravenous drug users	Regular	12/31/96
4043-95/96	Public Health	250,718	Provide prevention and education services including community outreach, community presentations, individual counseling, and peer support workshops, to women who have sex with male intravenous drug users.	Regular	12/31/96
4044-95/96	Sheriff	197,000	Housing, meals and counseling for county parolees transferred from county jail to a licensed substance abuse facility: Comprehensive Action Network: Thurgood Marshall Center	Regular	6/30/96
4045-95/96	Sheriff	370,186	Provide housing, meals, and counseling for county parolees transferred from County Jail to a licensed substance abuse facility: Walden House, Inc.	Regular	6/30/96
4046-95/96	Sheriff	175,200	Provide housing, meals, and counseling for county parolees transferred from County Jail to a licensed substance abuse facility: Linda Connelly and Associates - Milestones	Regular	6/30/96
4047-95/96	Airport	673,200	Provide engineering service for the design of the improvements to the central plant	Regular	5/5/99

0697-95-8 (Item 4A) (Cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4048-95/96	Airport	2,200,000	Prepare aviation fuel-system inventory and master plan with recommendations for improvements required to meet the needs of the new International Terminal Complex and Cargo facilities.	Regular	12/31/99
168C-94/95	Mayor	390,522 (519,854 total)	Provide extending educational and pre-vocational training services to those recently released from detention	Continuing	08/31/96
88-94/95	Public Utilities Commission	250,000 (500,000 total)	Provide power supply planning consultant services to Hetch Hetchy on an "as needed" basis for a period of five years	Regular	7/30/99
030R-94/95	Chief Administrative Officer	470,000 (625,000 total)	Design and implement public information campaigns to increase residents participation in SF's curbside, apartment and commercial recycling programs; an to increase awareness about waste reduction, composting and hazardous waste disposal and minimization.	Regular	6/30/97
074C-94/95	Public Health	306,250 (870,523 total)	Provide an aftercare program and psychosocial support services to assist HIV positive homeless and runaway youth in exiting street life	Continuing	6/30/96
895-93/94	Public Health	177,582 (329,009 total)	Provide HIV/AIDS prevention, education, and support for safer sex practices to gay and bisexual men of diverse ethnic/cultural backgrounds between the ages of 18 and 25	Regular	6/30/98
193-94/95	Public Health	126,800 (257,204 total)	Provide street-based HIV/AIDS prevention outreach to high-risk youth in the Haight Ashbury neighborhood of San Francisco	Regular	12/31/96

Speakers:

Contract 4033-95/96:

Pro: None

Con: Linda Jofuku, Local 21

Contract 4034-95/96:

Pro: Frank Palumbo, Port

Con: Linda Jofuku, Local 21

Contract 4040-95/96; 4047-95/96; 4048-95/96:

Pro: None

Con: Linda Jofuku, Local 21

Action:

Adopt Human Resources Director's Report; notify the offices of the Controller and the Purchaser.

0698-95-7 Andrew Marowitz, Electrical Transit Service Worker (Class 7409), Department of Public Transportation (Item No. 6D)

Speakers: None

Action: Over to the meeting of September 18, 1995 at the request of the Public Transportation Department.

0700-95-7 Lon C. Banks, Police Officer (Class Q-2), San Francisco Police Department (Item No. 6E)

Speakers: Pro: Lt. Alan Mould, San Francisco Police Department
Captain James Long, San Francisco Police Department
Con: Sandra Banks, Attorney for Lon Banks

Action: Dismiss from the City and County Service. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service.

0701-95-7 Kenneth Nichols, Police Officer, (Class Q-2) San Francisco Police Department (Item No. 6F)

Speakers: None

Action: No future employment with the San Francisco Police Department (Mr. Nichol's attorney stipulated to recommendation of the San Francisco Police Department).

0702-95-7 David Ladd, Transit Operator, (Class 9163), Department of Public Transportation (Item No. 6G)

Speakers: None

Action: Over to the meeting of October 16, 1995 at the request of Mr. Ladd's attorney.

COMMISSIONERS'S NEW BUSINESS (Item No. 7A)

None

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 7B)

Workplace Violence Prevention Plan

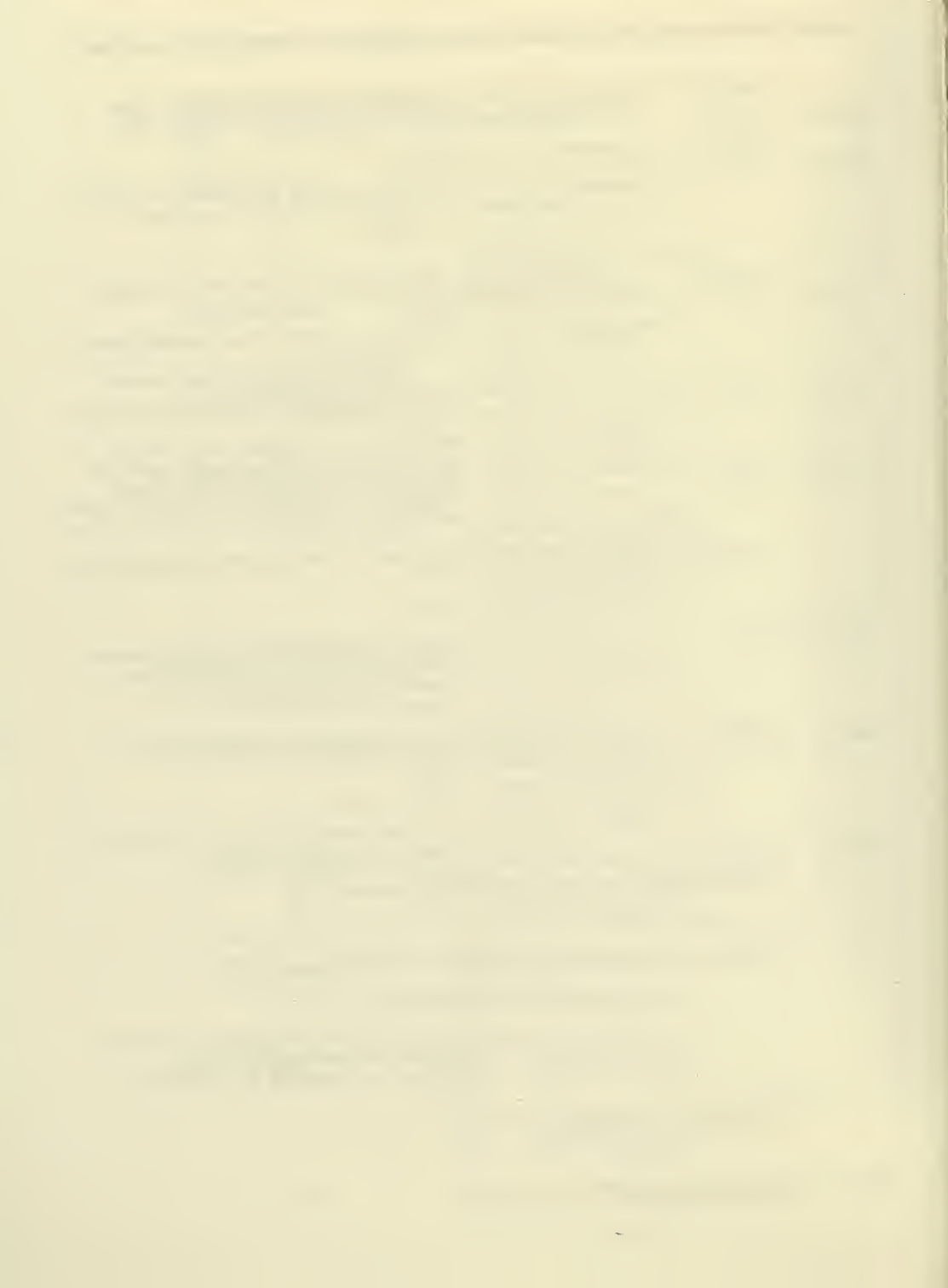
Action: Over to the meeting of September 18, 1995; take plan under advisement for public discussion at the meeting of September 18, 1995.

REQUESTS TO SPEAK

None

ADJOURNMENT

4:20 p.m.



11
CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO



MEMORANDUM
95-11

DOCUMENTS DEPT.

AUG 11 1995

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COMMISSIONER

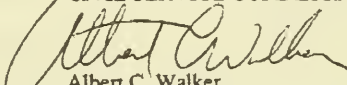
ALBERT C. WALKER
EXECUTIVE OFFICER

DATE : August 11, 1995
TO : Appointing Officers
Personnel Officials
Employee Organization Representatives
FROM : Albert C. Walker
Executive Officer,
Civil Service Commission
SUBJECT : /// Cancellation of Civil Service Commission Meeting of September 4, 1995

Due to the Labor Day Holiday, which occurs on the same date as a regularly scheduled Civil Service Commission meeting, the Civil Service Commission meeting of Monday, September 4, 1995 has been cancelled.

The Civil Service Commission will resume its regular meeting schedule on Monday, September 18, 1995 at 2:00 p.m. in Room 428 Veterans Building, 401 Van Ness Avenue. If necessary, the Civil Service Commission will hold Special Meetings to address any matter requiring immediate attention.

CIVIL SERVICE COMMISSION



Albert C. Walker
Executive Officer

5248B



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

A G E N D A

Regular Meeting
of

September 18, 1995

2:00 p.m.

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SEP 14 1995

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Room 428,
Veterans Building, 401 Van Ness Avenue

Order of Business

Part I - 2:00 p.m.

1. CALL TO ORDER AND COMMISSION ROLL CALL
2. MINUTES
3. ANNOUNCEMENTS
4. CONSENT AGENDA
5. REGULAR BUSINESS

Part II - 3:00 p.m.

6. EMPLOYEE SEPARATIONS
7. COMMISSIONERS'S NEW BUSINESS AND REPORTS
8. REQUESTS TO SPEAK
9. ADJOURNMENT

8/95
KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ROBERT C. WALKER
EXECUTIVE OFFICER

Notice of Commission Hearing Policies and Procedures**A. Commission Office**

The Civil Service Commission office is located in Room 304, 401 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 554-4747 and the fax number is (415) 554-4714. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy requiring written reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission Office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10¢) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline will not be calendared.

C. Policy on written submissions by appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2" X 11" paper, three-hole punched on left margin and page numbered in the bottom margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and procedure for postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing prior to the meeting. Before acting, the Executive Officer may refer certain requests to another city official for recommendation. Telephone requests must be confirmed in writing. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on hearing items out of order and on private hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separation Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

F. Policy on tape recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

G. Requests to speak before the Civil Service Commission

Persons requesting to address the Commission on matters not on the agenda but within the jurisdiction of the Commission may complete a "REQUEST TO ADDRESS THE COMMISSION" form and submit it to the Commission Executive Officer before the meeting. Requests may be submitted by telephone by calling the Commission office before 12 Noon on the meeting day. Requests will be numbered in the order of receipt. This number will determine the order that speakers will be heard; *OR* a person may also appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission without completing a Request form. These speakers will be heard following the speakers with a Request form. In either case, speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker is three (3) minutes. Total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on disability access

The Civil Service Commission normally meets in Room 428 Veterans Building, 401 Van Ness Avenue. However, meetings not held in this room are conducted in the Civic Center Area.



The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 1/2 blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.



The following services are available on request 72 hours prior to the meeting: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission Office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public.

Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance will assure that their deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 401 Van Ness Avenue, Room 402, Telephone No. 554-7940.

**City and County of San Francisco
Civil Service Commission**

**Agenda for Regular Meeting
September 18, 1995**

PART I - 2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND COMMISSION ROLL CALL

(2) MINUTES

- Regular Meeting of August 21, 1995

(3) ANNOUNCEMENTS

- A. Announcement of changes to agenda
- B. Executive Session, September 18, 1995
- C. Other announcements

(4) CONSENT AGENDA (ITEM 4A THROUGH 4E)

All matters listed on the Consent Agenda are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Agenda and considered as a separate item.

(4A) Review of requests for approval of proposed personal services contracts (File No. 0775-95-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2013-95/96	Mayor	7,500	To act as an intermediary support for the San Francisco Beacons Initiative. This work involves four priority tasks - creation of Beacons presentation material; development of neighborhood planning resources; facilitation to outline a 1-year strategic plan.	Continuing	9/30/95
2014-95/96	Police Commission	351,500	Update of job analysis for Class Q-80 Police Capt.; and design, development and defense of valid content-oriented test battery for Q-80 examination.	Continuing	8/1/98
2015-95/96	Public Health	500,000	Install and set-up LAN and WAN at the new rehab ("R") facility.	Continuing	6/30/99

Item 4A, File No. 0775-95-8 (Cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4049-95/96	Human Resources	340,000	Provide hospital utilization review services for inpatient admissions individual case management and Outpatient Services Review Program, Hospital Bill Audit and Select Medical Claims Review administration services under City Health Plan.	Regular	6/30/96
4050-95/96	Airports Commission	15,000,000	Services will include schematic and design development studies to validate approved conceptual designs and operational concerns expressed by major users for the Rental Car Garage/Ground Transportation Center.	Regular	12/31/99
4051-95/96	Recreation and Park	135,000	To plan, organize, and conduct concerts by the Golden Gate Park Band for official City functions throughout the City, including Sunday concerts in Golden Gate Park.	Regular	6/30/96
4052-95/96	Public Utilities	150,000	Pre-feasibility study of municipalizing the electric system in the City and County of San Francisco.	Regular	6/30/96
4053-95/96	Public Library	450,000	Will accelerate the completion of the inventory of the Main Library reference books in the computer catalog, and augment the original and copy cataloging of the uncataloged special and gift collections.	Regular	12/31/96
4054-95/96	Public Health	360,000	Provide a pool of qualified pharmacists for on-call, as-needed services during various shifts at SFGH, Department of Pharmaceutical Services.	Regular	9/30/96
4055-95/96	Airports Commission	500,000	Will provide a consultant who will study the source, extent, and areas in which noise from aircraft operations is produced at San Francisco International Airport and evaluate any problems created in surrounding communities by aircraft noise.	Regular	6/30/00
4056-95/96	Mayor	83,220	To identify and characterize lead hazardous properties in the following samples; surface coatings (paint chips), soil, dust wipes, and air samples using atomic absorption techniques.	Regular	8/1/96

Item 4A, File No. 0775-95-8 (Cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
307-94/95	Public Utilities	200,000 (350,000 total)	As-needed fisheries consulting services on a task order basis. Needed to assist HHWP, SFWD and City Attorney's Office on fishery issues pertaining to Bay-Delta and FERC proceedings.	Regular	12/31/97
041C-94/95	Public Health	514,555 (717,703 total)	Provide broad-based management training and focused technical assistance to improve the management, planning and resource development capabilities of a variety of nonprofit organizations delivering HIV-related services.	Continuing	6/30/96

Recommendation: Adopt Human Resources Director's Report; notify the offices of the Controller and the Purchaser.

- (4B) Proposed amendment to Civil Service Commission Rule 10 - Eligible Lists, Section 10.03 - Extension of Eligibility, to provide for appeal to the Civil Service Commission (File No. 649-95-5)**

August 7, 1995: Post for adoption at the meeting of August 21, 1995.

August 21, 1995: Over to the meeting of September 19, 1995.

Recommendation: Adopt

- (4C) Charter amendment (third draft) amending Sections 3.530-2 and 8.343, and adding Section 3.539-1 restructuring various duties and functions of the Office of Citizens Complaints. (Board of Supervisors File No. 243-95-1) (CSC File No. 727-95-1)**

Recommendation: Notify the Board of Supervisors that the proposed Charter amendment does not affect matters within the jurisdiction of the Civil Service Commission.

- (4D) Civil Service Commission Annual Report, Fiscal Year 1994-95 (File No. 0777-95-1)**

Recommendation: Approve; forward to the Mayor as required by Charter Section 3.500(e).

- (4E) E. Brian Normandy, Police Officer, (Class Q-2), San Francisco Police Department (File No. 0887-94-7)**

Nov. 21, 1994: Over to the meeting of December 5, 1994 at the request of Mr. Normandy's attorney.

(4E) (Cont.)

- Dec. 5, 1994: Over to the meeting of January 9, 1995, at the request of Mr. Normandy's attorney.
- Jan. 9, 1995: Over to the meeting of February 6, 1995 at the request of Mr. Normandy's attorney.
- Feb. 6, 1995: Over to the meeting of May 1, 1995 at the request of Mr. Normandy's attorney.
- May 1, 1995: Over to the meeting of August 7, 1995 at the request of Mr. Normandy's representative.
- August 21, 1995: Over to the meeting of September 18, 1995 at the request of Mr. Normandy's representative.
- Recommendation: Over to the Special Meeting of January 8, 1996 at the request of Mr. Normandy's representative.

(4F) Appeal of residency for Firefighter (Class H-2) by Brian Hansen (File No. 0520-95-4)

- August 21, 1995 Over to the meeting of September 18, 1995 at the request of Mr. Hansen's attorney.
- Recommendation: Over to the meeting of October 2, 1995 at the request of the San Francisco Fire Department.

(4G) Lisa Davenport-Fidler, Gardener (Class 3417), Recreation and Park Department (File No. 0779-95-7)

- Recommendation: Over to the meeting of October 2, 1995 at the joint requests of the Recreation and Park Department and Ms. Fidler.

(4H) Emmanuel Belamide, Police Communications Dispatcher (Class 8238), San Francisco Police Department (File No. 0405-95-7)

- June 5, 1995: Over to the meeting of June 19, 1995, at the request of Local 790.
- June 19, 1995: Off calendar pending determination of jurisdictional issue.
- Recommendation: Over to meeting of March 4, 1996 at the request of Mr. Belamide's attorney.

(4I) Proposed amendments to Civil Service Commission Rule 19 - Transport Workers Union - San Francisco Municipal Railway Trust Fund, to clarify and require that meetings of the Trust Fund Board are covered by state and local public meeting laws (File No. 0441-94-5)

- June 6, 1994: Over to the meeting of July 18, 1994 at the request of the City Attorney.

(4I) (Cont.)

- June 18, 1994: Post for adoption at the meeting of August 1, 1994.
- August 1, 1994: Over to the meeting of August 15, 1994 at the request of Commissioner Munson.
- August 15, 1994: Over to the meeting of September 19, 1994 at the joint requests of Commissioner Munson and the Transport Workers Union.
- September 19, 1994: Over to the meeting of November 21, 1994 at the request of the Transport Workers Union.
- November 21, 1994: Over to the meeting of December 5, 1994 at the request of the Transport Workers Union.
- December 5, 1994: Over to the meeting of March 20, 1995 at the request of Commissioner Munson.
- March 20, 1995: Over to the meeting of July 17, 1995 at the request of the Transport Workers Union.
- July 17, 1995: Over to the meeting of September 18, 1995 at the requests of the Transport Workers Union. Request for continuance approved by the President with the stipulation that no further continuances will be granted without evidence of an impending change to the State of California Public Meeting Laws.
- Recommendation: Adopt; the President has determined that insufficient evidence was submitted to warrant further postponement of this matter.

(5) REGULAR BUSINESS (5A THROUGH 5C)

(5A) Appeal of background rejection for Police Officer by Kevin Conroy (Class Q-2) (File No. 0366-95-4)

- Recommendation: Deny appeal; sustain the decision of the Chief of Police.

(5B) Appeal by Mohammed Warsi of rejection of application to participate in examination for Sheet Metal Worker (Class 7376) (File No. 0634-95-2)

- Recommendation: Deny the appeal by Mohammed Warsi of the rejection of his application for Sheet Metal Worker (Class 7376).

(5C) From the Civil Service Commission Rules Revision Committee:

Proposed City and County of San Francisco Civil Service Commission Policy on Employment of Persons with Disabilities (File No. 0778-95-1)

- Recommendation:
1. Adopt proposed City and County of San Francisco Civil Service Commission policy on employment of persons with disabilities;
 2. Circulate to all departments, boards and commissions; and
 3. Forward to the Board of Supervisors for enactment into an ordinance.

Part II - 3:00 p.m.

(6) EMPLOYEE SEPARATIONS (Items 6A through 6G)

As soon after 3:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Executive Officer will also announce changes to the 3:00 p.m. agenda during the roll call.

APPEAL OF AUTOMATIC RESIGNATION

(6A) Robert A. Tayac, Police Officer (Class Q-2), San Francisco Police Department (File No. 0404-95-7)

- June 5, 1995: Over to the meeting of June 19, 1995 at Mr. Tayac's request.
- June 19, 1995: Over to the meeting of July 19, 1995 at the request of Mr. Tayac's attorney.
- July 19, 1995: Over to the meeting of August 21, 1995 at the request of Mr. Tayac's attorney. The Commission stipulated that no further continuances will be granted.
- August 21, 1995: Over to the meeting of September 18, 1995 at the request of Mr. Tayac's attorney.

Recommendation of the San Francisco Police Department:

Deny appeal. Approve automatic resignation. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the San Francisco Police Department.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (6B) **Stuart S. Fong, Police Officer (Class Q-2), San Francisco Police Department (File No. 0659-95-7)**

August 7, 1995: Over to the meeting of August 21, 1995 at the request of Mr. Fong.

August 21, 1995: Over to the meeting of September 18, 1995 at the request of Mr. Fong.

Recommendation of the San Francisco Police Department:

- No future employment with the San Francisco Police Department.

APPEAL OF AUTOMATIC RESIGNATION

- (6C) **Andrew Marowitz, Electrical Transit Service Worker (Class 7409), Department of Public Transportation (File No. 0698-95-7)**

August 21, 1995: Over to the meeting of September 18, 1995 at the request of the Public Transportation Department.

Recommendation of the Department of Public Transportation:

Deny appeal. Approve automatic resignation. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the Department of Public Transportation.

(7) COMMISSIONERS'S NEW BUSINESS AND REPORTS

(7A) COMMISSIONERS'S NEW BUSINESS

(7B) HUMAN RESOURCES DIRECTOR'S REPORT

(7B.1.) Workplace Violence Prevention Plan. (File No. 0780-95-1)

August 21, 1995: Take plan under advisement for public discussion and consideration at the meeting of September 18, 1995.

Recommendation: Adopt.

(7B.2.) Monthly report on extension of eligible lists. (File No. 0781-95-1)

Recommendation: Cumulative report for July and August 1995 received; file.

(7B.3.) Department of Human Resources Examination Plan for Fiscal Year 1995/96. (File No. 0782-95-1)

Recommendation: Plan received; file.

(7B) (Cont.)

(7B.4) Progress report on classification consolidation. (File No. 0783-95-1)

Recommendation: Plan received; file.

(7B.5) Quarterly monitoring report by the Department of Human Resources of Expanded Certification Rules. (File No. 0651-95-1)

May 16, 1994: Adopt Department of Human Resources report; Department of Human Resources to implement Civil Service Commission Rules allowing expanded certifications from eligible lists and submit its first monitoring report to the Civil Service Commission in September 1994.

September 19, 1994: First report presented for the period May 16, 1994 through August 15, 1994.

July 17, 1995: The Department of Human Resources to prepare and submit monitoring reports for expanded certification rules at the meeting of August 7, 1995.

August 7, 1995: Postpone to the meeting of August 21, 1995 due to the non-submission of quarterly reports for the periods from September 1994 to present.

August 21, 1995: Postpone to the meeting of September 18, 1995 due to the non-submission of quarterly reports for the periods from September 1994 to present.

Recommendation: Postpone to the meeting of October 2, 1995 due to non-submission of quarterly reports.

No reports submitted for the periods:

August 16, 1994 through November 15, 1994
November 16, 1994 through February 15, 1994
February 16, 1994 through May 15, 1995
May 16, 1995 through August 15, 1995

(7B.6) Monthly report on provisional appointments in the City workforce. (File No. 0649-95-1)

Recommendation: August report received; file.

(8) REQUESTS TO SPEAK

(9) ADJOURNMENT



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MINUTES

Regular Meeting
September 18, 1995

2:00 p.m.
Room 428

Veterans Building, 401 Van Ness Avenue

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

TIME CONVENED

2:30 p.m.

ROLL CALL

Present: Commissioner Clopton
Commissioner Munson
Commissioner Pon
Commissioner Rios
Excused: Commissioner Kosturos

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MINUTES

Regular Meeting of August 21, 1995

Action: Approve

ANNOUNCEMENTS

1. Executive Session, September 18, 1995

The Civil Service Commission held a Special Meeting in Executive Session (closed session) on Monday, September 18, 1995 at 12:00 Noon in Room 304A Veterans Building, for the purpose of conferring with the City's labor negotiators over collective bargaining issues under the authority of California Government Code Section 54957.6; and consulting with the City Attorney over two matters with substantial likelihood of litigation under the authority of California Government Code Section 54958.9. Present were Commissioners Clopton, Munson, Pon and Rios.

The Commission conferred with and instructed its labor negotiators on labor relations items and consulted with the City Attorney on the matters of potential litigation.

In addition, the Commission took the following actions:

1. Approve issuance of new examination announcements for the following classes:

1823 Senior Administrative Analyst, Contract
5242 Senior Mechanical Engineer
5254 Associate Mechanical Engineer
5312 Surveyor
8302 Deputy Sheriff I;

2. Restrict the applicant pool for these examinations to affected individuals (63 permanent and 13 provisional appointees);
 3. Post examination announcement for one day only without Citywide distribution;
 4. Activate the employee's applications from previous examinations;
 5. Approve the conduct of an examination for less than three candidates, where necessary;
 6. Rank individuals on the resultant eligible lists based on performance in previous examinations.
2. Civil Service Commission Meeting Schedule, October 1995 through February 1996

Due to the Winter holidays of late December, the Civil Service Commission meeting of December 18 has been canceled.

Due to the legal holidays in January 1996, New Year's Day on Monday, January 1, 1996; and Martin Luther King Jr. Holiday on Monday, January 15, 1996 which conflict with regular Civil Service Commission meetings, both regular Civil Service Commission meetings in January are canceled. The Civil Service Commission will instead hold a Special Meeting on Monday, January 8, 1996 at 2:00 p.m. in Room 428 Veterans Building.

Due to President's Day holiday on Monday, February 19, 1996 which conflicts with a regular Civil Service Commission meeting date, the regular meeting of February 19, 1996 is canceled. The Civil Service Commission will meet once in February 1996 on Monday, February 5, 1996 at 2:00 p.m. in Room 428 Veterans Building.

The Commission will schedule additional Special Meetings in December 1995, January 1996, and February 1996, if needed, to address any emergency situations.

The Commission will meet as scheduled on Monday, October 2; Monday, October 16; Monday, November 6; Monday, November 20; and Monday, December 4, 1995. All regular meetings are held in Room 428 Veterans Building, 401 Van Ness Avenue.

0441-94-5 Proposed amendments to Civil Service Commission Rule 19 - Transport Workers Union - San Francisco Municipal Railway Trust Fund, to clarify and require that meetings of the Trust Fund Board are covered by state and local public meeting laws (Item No. 4I)

- June 6, 1994: Over to the meeting of July 18, 1994 at the request of the City Attorney.
- June 18, 1994: Post for adoption at the meeting of August 1, 1994.
- August 1, 1994: Over to the meeting of August 15, 1994 at the request of Commissioner Munson.
- August 15, 1994: Over to the meeting of September 19, 1994 at the joint requests of Commissioner Munson and the Transport Workers Union.
- Sept. 19, 1994: Over to the meeting of November 21, 1994 at the request of the Transport Workers Union.
- Nov. 21, 1994: Over to the meeting of December 5, 1994 at the request of the Transport Workers Union.
- Dec. 5, 1994: Over to the meeting of March 20, 1995 at the request of Commissioner Munson.
- March 20, 1995: Over to the meeting of July 17, 1995 at the request of the Transport Workers Union.
- July 17, 1995: Over to the meeting of September 18, 1995 at the request of the Transport Workers Union. Request for continuance approved by the President with the stipulation that no further continuances will be granted without evidence of an impending change to the State of California Public Meeting Laws.
- Speakers: Pro: None
Con: Bill Jeung, Transport Workers Union
Jeff Piller, Attorney
- Action: Adopt (Vote of 3 to 1: Commissioner Munson dissents).

0887-94-7 E. Brian Normandy, Police Officer, (Class Q-2), San Francisco Police Department (Item No. 4E)

- Nov. 21, 1994: Over to the meeting of December 5, 1994 at the request of Mr. Normandy's attorney.
- Dec. 5, 1994: Over to the meeting of January 9, 1995, at the request of Mr. Normandy's attorney.

0887-94-7 Cont.

- Jan. 9, 1995: Over to the meeting of February 6, 1995 at the request of Mr. Normandy's attorney.
- Feb. 6, 1995: Over to the meeting of May 1, 1995 at the request of Mr. Normandy's attorney.
- May 1, 1995: Over to the meeting of August 7, 1995 at the request of Mr. Normandy's representative.
- August 21, 1995: Over to the meeting of September 18, 1995 at the request of Mr. Normandy's representative.
- Speakers: None
- Action: Over to the Special Meeting of January 8, 1996 at the request of Mr. Normandy's representative.

0366-95-4 Appeal of background rejection for Police Officer by Kevin Conroy (Class Q-2) (Item No. 5A)

- Speakers: None
- Action: Over the the meeting of October 2, 1995 at the request Mr. Conroy's attorney.

0404-95-7 Robert A. Tayac, Police Officer (Class Q-2), San Francisco Police Department (Item No 6A)

- June 5, 1995: Over to the meeting of June 19, 1995 at Mr. Tayac's request.
- June 19, 1995: Over to the meeting of July 19, 1995 at request of Mr. Tayac's attorney.
- July 19, 1995: Over to the meeting of August 21, 1995 at the request of Mr. Tayac's attorney. The Commission stipulated that no further continuances will be granted.
- August 21, 1995: Over to the meeting of September 18, 1995 at the request of Mr. Tayac's attorney.
- Speakers: None
- Action: Grant appeal. Disapprove automatic resignation. Reinstate to a position in Class Q2 Police Officer, San Francisco Police Department, subject to any legal requirements or conditions. Mr. Tayac to immediately contact the San Francisco Police Department to initiate the return-to-work process. (Vote of 3 to 1: Commissioner Clopton dissents)

0405-95-7 Emmanuel Belamide, Police Communications Dispatcher (Class 8238), San Francisco Police Department (Item No. 4H)

June 5, 1995: Over to the meeting of June 19, 1995, at the request of Local 790.

June 19, 1995: Off calendar pending determination of jurisdictional issue.

Speakers: None

Action: Over to meeting of March 4, 1996 at the request of Mr. Belamide's attorney.

0520-95-4 Appeal of residency for Firefighter (Class H-2) by Brian Hansen (Item No. 4F)

August 21, 1995: Over to the meeting of September 18, 1995 at the request of Mr. Hansen's attorney.

Speakers: None

Action: Over to the meeting of October 2, 1995 at the request of the San Francisco Fire Department.

0634-95-2 Appeal of the Human Resources Director's decision to reject Mohammed Warsi as an applicant in the examination for Sheet Metal Worker (Class 7376) (Item No. 5B)

Speakers: Pro: Maria Chan, Department of Human Resources
Ray Manley, Sheet Metal Worker
Raymond Petit, Department of Public Works
Con: Mohammed Warsi

Action: Deny appeal of Mohammed Warsi; sustain the decision of the Human Resources Director. (Vote of 3 to 1: Commissioner Rios dissented).

649-95-5 Proposed amendment to Civil Service Commission Rule 10 - Eligible Lists, Section 10.03 - Extension of Eligibility, to provide for appeal to the Civil Service Commission (Item No. 4B)

August 7, 1995: Post for adoption at the meeting of August 21, 1995.

August 21, 1995: Over to the meeting of September 19, 1995.

Speakers: None

Action: Adopt

**0650-95-1 Monthly report on provisional appointments in the City workforce.
(Item No. 7B.6)**

Speakers: None

Action: August report received; file.

**0651-95-1 Quarterly monitoring report by the Department of Human Resources
of Expanded Certification Rules. (Item No. 7B.5)**

May 16, 1994: Adopt Department of Human Resources report;
Department of Human Resources to implement Civil
Service Commission Rules allowing expanded
certifications from eligible lists and submit its first
monitoring report to the Civil Service Commission in
September 1994.

Sept. 19, 1994: First report presented for the period May 16 1994
through August 15, 1994.

July 17, 1995: The Department of Human Resources to prepare and
submit monitoring reports for expanded certification
rules at the meeting of August 7, 1995.

August 7, 1995: Postpone to the meeting of August 21, 1995 due to the
non-submission of quarterly reports for the periods from
September 1994 to present.

August 21, 1995: Postpone to the meeting of September 18, 1995 due to
the non-submission of quarterly reports for the periods
from September 1994 to present.

Speakers: None

Action: Postpone to the meeting of October 2, 1995 due to
non-submission of quarterly reports.

No reports submitted for the periods:

August 16, 1994 through November 15, 1994
November 16, 1994 through February 15, 1994
February 16, 1994 through May 15, 1995
May 16, 1995 through August 15, 1995

0659-95-7 Stuart S. Fong, Police Officer (Class Q-2), San Francisco Police Department (Item No. 6B)

August 7, 1995: Over to the meeting of August 21, 1995 at the request of Mr. Fong.

August 21, 1995: Over to the meeting of September 18, 1995 at the request of Mr. Fong.

Speakers: None

Action: Over to the meeting of October 21, 1995 at the request of Mr. Fong's attorney.

0698-95-7 Andrew Marowitz, Electrical Transit Service Worker (Class 7409), Department of Public Transportation (Item No. 6C)

August 21, 1995: Over to the meeting of September 18, 1995 at the request of the Public Transportation Department.

Speakers: Pro: Kin Gee, Department of Public Transportation
Con: Andrew Marowitz

Action: Deny appeal. Approve automatic resignation. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director. No future employment with the Department of Public Transportation.

0727-95-1 Charter amendment (third draft) amending Sections 3.530-2 and 8.343, and adding Section 3.539-1 restructuring various duties and functions of the Office of Citizens Complaints. (Board of Supervisors File No. 243-95-1) (CSC Item No. 4C)

Speakers: None

Action: Adopt report. Notify the Board of Supervisors that the proposed Charter amendment does not affect matters within the jurisdiction of the Civil Service Commission.

0775-95-8 Review of requests for approval of proposed personal services contracts (Item No. 4A)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2013-95/96	Mayor	7,500	To act as an intermediary support for the San Francisco Beacons Initiative. This work involves four priority tasks - creation of Beacons presentation material; development of neighborhood planning resources; facilitation to outline a 1-year strategic plan.	Continuing	9/30/95
2014-95/96	Police Commission	351,500	Update of job analysis for Class Q-80 Police Capt.; and design, development and defense of valid content-oriented test battery for Q-80 examination.	Continuing	8/1/98
2015-95/96	Public Health	500,000	Install and set-up LAN and WAN at the new rehab ("R") facility.	Continuing	6/30/99
4049-95/96	Human Resources	340,000	Provide hospital utilization review services for inpatient admissions individual case management and Outpatient Services Review Program, Hospital Bill Audit and Select Medical Claims Review administration services under City Health Plan.	Regular	6/30/96
4050-95/96	Airports Commission	15,000,000	Services will include schematic and design development studies to validate approved conceptual designs and operational concerns expressed by major users for the Rental Car Garage/Ground Transportation Center.	Regular	12/31/99
4051-95/96	Recreation and Park	135,000	To plan, organize, and conduct concerts by the Golden Gate Park Band for official City functions throughout the City, including Sunday concerts in Golden Gate Park.	Regular	6/30/96

Item 4A, File No. 0775-95-8 (Cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4052-95/96	Public Utilities	150,000	Pre-feasibility study of municipalizing the electric system in the City and County of San Francisco.	Regular	6/30/96
4053-95/96	Public Library	450,000	Will accelerate the completion of the inventory of the Main Library reference books in the computer catalog, and augment the original and copy cataloging of the uncataloged special and gift collections.	Regular	12/31/96
4054-95/96	Public Health	360,000	Provide a pool of qualified pharmacists for on-call, as-needed services during various shifts at SFGH, Department of Pharmaceutical Services.	Regular	9/30/96
4055-95/96	Airports Commission	500,000	Will provide a consultant who will study the source, extent, and areas in which noise from aircraft operations is produced at San Francisco International Airport and evaluate any problems created in surrounding communities by aircraft noise.	Regular	6/30/00
4056-95/96	Mayor	83,220	To identify and characterize lead hazardous properties in the following samples; surface coatings (paint chips), soil, dust wipes, and air samples using atomic absorption techniques.	Regular	8/1/96
307-94/95	Public Utilities	200,000 (350,000 total)	As-needed fisheries consulting services on a task order basis. Needed to assist HHWP, SFWD and City Attorney's Office on fishery issues pertaining to Bay-Delta and FERC proceedings.	Regular	12/31/97
041C-94/95	Public Health	514,555 (717,703)	Provide broad-based management training and focused technical assistance to improve the management, planning and resource development capabilities of a variety of nonprofit organizations delivering HIV-related services.	Continuing	6/30/96

0775-95-8 (Cont.)

- Speakers: All Contracts: Linda Jofuku, Local 21
Contract 4053: Pro: Peter Singh, S.F. Public Library
Kathy Murray, S.F. Public Library
Con: David Gabler, Local 790
- Action: Adopt Human Resources Director's Report; notify the offices of the Controller and the Purchaser.

0777-95-1 Civil Service Commission Annual Report, Fiscal Year 1994-95 (Item No. 4D)

- Speakers: None
- Action: Approve; forward to the Mayor in accordance with Charter Section 3.500(e).

0778-95-1 From the Civil Service Commission Rules Revision Committee: Proposed City and County of San Francisco Civil Service Commission Policy on Employment of Persons with Disabilities (File No. 5C)

- Speakers: Pro: Richard Rothman
Sylvia Castellanos, Department of Human Resources
Con: None
- Action:
1. Adopt proposed City and County of San Francisco Civil Service Commission policy on employment of persons with disabilities;
 2. Circulate to all departments, boards and commissions;
 3. Forward to the Board of Supervisors for enactment into an ordinance; and
 4. Refer proposed amendment submitted by Richard Rothman to the Department of Human Resources for consideration for inclusion in procedures.

0779-95-7 Lisa Davenport-Fidler, Gardener (Class 3417), Recreation and Park Department (Item No. 4G)

- Speakers: None
- Action: Over to the meeting of October 2, 1995 at the joint requests of the Recreation and Park Department and Ms. Fidler.

0780-95-1 Workplace Violence Prevention Plan. (Item No. 7B.1.)

Aug. 21, 1995: Take plan under advisement for public discussion and consideration at the meeting of September 18, 1995.

Speakers: None

Action: Refer to the Civil Service Commission Rules Revision Committee for review and recommendation.

0781-95-1 Monthly report on extension of eligible lists. (Item No. 7B.2.)

Speakers: None

Action: Cumulative report for July and August 1995 received; file.

0782-95-1 Department of Human Resources Examination Plan for Fiscal Year 1995/96. (Item No. 7B.3.)

Speakers: None

Action: Plan received; file.

0783-95-1 Progress report on classification consolidation. (File No. 7B.4.)

Speakers: None

Action: Report received; file.

COMMISSIONERS'S NEW BUSINESS (Item No. 7A)

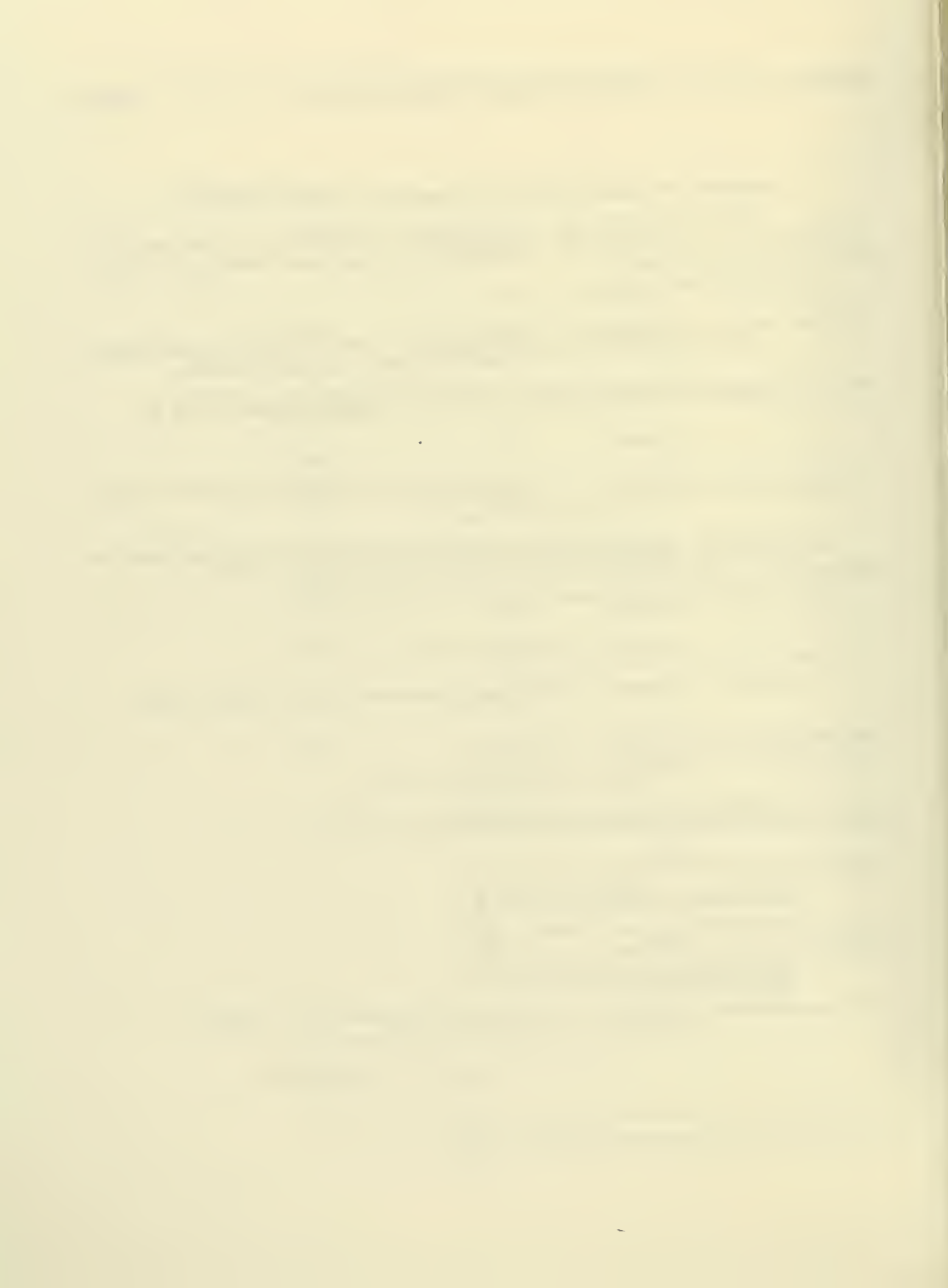
None

REQUESTS TO SPEAK (Item No. 8)

None

ADJOURNMENT (Item No. 9)

4:45 p.m.





CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

A G E N D A

Regular Meeting
of
October 2, 1995

2:00 p.m.

Room 428,
Veterans Building, 401 Van Ness Avenue

Order of Business

Part I - 2:00 p.m.

1. CALL TO ORDER AND COMMISSION ROLL CALL
2. MINUTES
3. ANNOUNCEMENTS
4. CONSENT AGENDA
5. REGULAR BUSINESS

Part II - 3:00 p.m.

6. EMPLOYEE SEPARATIONS
7. COMMISSIONERS'S NEW BUSINESS AND REPORTS
8. REQUESTS TO SPEAK
9. ADJOURNMENT

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PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

BERT C. WALKER
EXECUTIVE OFFICER

F. Policy on tape recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

G. Requests to speak before the Civil Service Commission

Persons requesting to address the Commission on matters not on the agenda but within the jurisdiction of the Commission may complete a "REQUEST TO ADDRESS THE COMMISSION" form and submit it to the Commission Executive Officer before the meeting. Requests may be submitted by telephone by calling the Commission office before 12 Noon on the meeting day. Requests will be numbered in the order of receipt. This number will determine the order that speakers will be heard; *OR* a person may also appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission without completing a Request form. These speakers will be heard following the speakers with a Request form. In either case, speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker is three (3) minutes. Total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on disability access

The Civil Service Commission normally meets in Room 428 Veterans Building, 401 Van Ness Avenue. However, meetings not held in this room are conducted in the Civic Center Area.



The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 1/2 blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.



The following services are available on request 72 hours prior to the meeting: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission Office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public.

Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance will assure that their deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 401 Van Ness Avenue, Room 402, Telephone No. 554-7940.

**City and County of San Francisco
Civil Service Commission**

**Agenda for Regular Meeting
October 2, 1995**

PART I - 2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND COMMISSION ROLL CALL

(2) MINUTES

Regular Meeting of September 18, 1995

(3) ANNOUNCEMENTS

A. Announcement of changes to agenda

B. Other announcements

(4) CONSENT AGENDA (ITEM 4A THROUGH 4J)

All matters listed on the Consent Agenda are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Agenda and considered as a separate item.

**(4A) Review of requests for approval of proposed personal services contracts
(File No. 0805-95-8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2016-95/96	Public Health	130,000	Will coordinate and implement a population-based survey of African American youth residing in or handing out in high STD incidence neighborhoods in San Francisco to identify their needs, attitudes and behaviors.	Continuing	12/31/98
2017-95/96	Public Health	160,000	Conduct monitoring and evaluation activities of all Mental Health and Substance Abuse programs.	Continuing	6/30/97

Item 4A, File No. 0805-95-8 (Cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2018-95/96	Public Health	200,000	Will design a non-clinic based questionnaire; design and evaluate new non-clinic-based behavioral interventions to reduce African American youth's risk of exposure to and infection with STDs, including HIV.	Continuing	12/31/98
4057-95/96	Airports Commission	415,000	Operate transit service between the Millbrae CalTrain Station and the Airport's Terminals and other major Airport employment centers.	Regular	9/30/96
4058-95/96	Airports Commission	250,000	Provide expert analysis, design, and recommendations for unique pavement problems affecting Airport roadway and runway pavement where lack of timely repair would impact Airport operations and services.	Regular	9/30/98
4059-95/96	Human Resources	212,706	Provide access to and use of proprietary workers' compensation management information system; provide system installation, conversion of data, and ongoing support of system.	Regular	6/30/96
4060-95/96	Parking and Traffic Commission	74,760	Obtain traffic volumes including turning movement data at 251 signalized intersections throughout the City.	Regular	4/30/96
4061-95/96	Public Health	129,518	Will conduct a cluster sample survey in the Mission District; provide assessment and vaccinations to 4,800 children 0-4 years old living in the Mission District.	Regular	12/31/96
209-93/94	Public Utilities Commission (Hetch Hetchy & Bureaus)	62,000 (total 213,500)	Provide specialized consulting services related to litigation for the City Attorney's Office.	Regular	12/31/96
739-92/93	Public Utilities Commission (Hetch Hetchy & Bureaus)	205,000 (total 870,000)	Lobbyists in Washington, D.C. in fields of water and energy.	Regular	12/31/96

Recommendation: Adopt Human Resources Director's Report; notify the offices of the Controller and the Purchaser.

**(4B) Review of request for approval of proposed personal services contract
(File No. 0815-95-8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4070-95/96	Assessor	188,641	Conduct an immediate valuation of complex downtown commercial properties	Regular	6/30/96

Recommendation: Adopt Human Resources Director's Report; notify the offices of the Controller and the Purchaser.

**(4C) From the Civil Service Commission Rules Revision Committee:
Proposed amendments to the probationary period provisions of the
Civil Service Commission Rules (File No. 0810-95-5)**

Rule 6 - Separation Hearings and Procedures

Section 6.01 - Rules of Procedure Governing Separation Hearings

Section 6.04 - Procedure for Termination of Entrance Probationary Employee

Section 6.05 - Procedure for Termination of Promotive Probationary Employee

Rule 6A - "Dismissal During Probation Period" (formerly Charter Section 8.340)

Rule 16 - Probationary Period

Appendix Rule 6 - Separation Hearings and Procedures

Section 6.01 - Rules of Procedure Governing Separation Hearings

Section 6.04 - Procedure for Termination of Entrance Probationary Employee

Section 6.05 - Procedure for Termination of Promotive Probationary Employee

Appendix Rule 6A - "Dismissal During Probation Period" (Formerly Charter Section 8.340)

Appendix Rule 16 - Probationary Period

Recommendation: Post; circulate to department heads and personnel officials; refer to the Employee Relations Division for the completion of meet and confer obligations.

- (4D) Rescission of Civil Service Commission action of July 9, 1992 in the matter of the resignation of Myles Dixon, Class 2806 Disease Control Investigator (Class 2806) Department of Public Health in accordance with the findings and award of the State of California Workers' Compensation Appeals Board (Case No. SFO 0363530) (File No. 0719-95-7)**

- Recommendation:
1. Rescind Civil Service Commission action of February 1, 1993 in the matter of the resignation of Myles Dixon, Disease Control Investigator (Class 2806), Department of Public Health, to comply with the State of California Workers' Compensation Appeals Board findings and award, Case No. SFO 0363530;
 2. Accept Mr. Dixon's resignation with services certified as satisfactory by the Director of Public Health;
 3. Direct that all records of the Civil Service Commission be adjusted accordingly;
 4. Direct that the Human Resources Director and the Director of Public Health be notified to adjust all Department of Human Resources and Department of Public Health records accordingly and to notify any other relevant agency to adjust its records.

- (4E) Rescission of administrative action of August 24, 1992 taken under Civil Service Commission Rule 6 - Separation Hearings and Procedures, in the matter of the May 27, 1992 dismissal of Donald I. Hensic, Sergeant (Class Q-50), Police Department, in accordance with California Court of Appeal Order Number A064931. (File No. 798-95-7)**

- Recommendation:
1. Rescind August 24, 1992 administrative action taken under Civil Service Commission Rule 6 - Separation Hearings and Procedures, in the matter of the May 27, 1992 Dismissal of Donald I. Hensic, Sergeant (Class Q-50), Police Department, to comply with the decision of the California Court of Appeals Court Order Number A064931;
 2. Direct that all records of the Civil Service Commission be adjusted accordingly;
 3. Direct that the Human Resources Director and the Chief of Police be notified to adjust all records of their respective agencies accordingly and to notify any other relevant agency to adjust its records.

(4F) Quarterly monitoring report by the Department of Human Resources of Expanded Certification Rules. (File No. 0651-95-1)

- May 16, 1994: Adopt Department of Human Resources report; Department of Human Resources to implement Civil Service Commission Rules allowing expanded certifications from eligible lists and submit its first monitoring report to the Civil Service Commission in September 1994.
- September 19, 1994: First report presented for the period May 16, 1994 through August 15, 1994.
- July 17, 1995: The Department of Human Resources to prepare and submit monitoring reports for expanded certification rules at the meeting of August 7, 1995.
- August 7, 1995: Postpone to the meeting of August 21, 1995 due to the non-submission of quarterly reports for the periods from September 1994 to present.
- August 21, 1995: Postpone to the meeting of September 18, 1995 due to the non-submission of quarterly reports for the periods from September 1994 to present.
- September 18, 1995: Postpone to the meeting of October 2, 1995 due to non-submission of quarterly reports.
- No reports submitted for the periods:
- August 16, 1994 through November 15, 1994
November 16, 1994 through February 15, 1994
February 16, 1994 through May 15, 1995
May 16, 1995 through August 15, 1995
- Recommendation: Due to record-keeping conversion in the Department of Human Resources, modify report schedule to require quarterly reports beginning January 1996. First report due at the Special Meeting of January 8, 1996.

(4G) Appeal of background rejection for Police Officer (Class Q-2) by Derrick Pressley. (File No. 1069-94-4)

- Recommendation: Over to the meeting of October 16, 1995 at the request of Mr. Pressley.

(4H) Rochelle Billing, Custodian (Class 2708) Recreation and Park Department (File No. 0391-95-7)

- July 17, 1995: Over to the meeting of August 7, 1995 at the request of Ms. Billing's Attorney
- August 7, 1995: Over to the meeting of August 21, 1995 at the request of the Recreation and Park Department.

(4H) Cont.

August 21, 1995: Over to the meeting of October 2, 1995 at the request of Ms. Billing's attorney.

Recommendation: Over to the meeting of November 20, 1995 at the request of Ms. Billing's attorney.

(4I) Lisa Davenport-Fidler, Gardener (Class 3417), Recreation and Park Department (File No. 0779-95-7)

September 18, 1995: Over to the meeting of October 2, 1995 at the joint requests of the Recreation and Park Department and Ms. Fidler.

Recommendation: Over to the meeting of November 6, 1995 at the request of Ms. Davenport-Fidler's attorney.

(4J) Determination of the future employability of Jose Vazquez, Accountant (Class 1650), San Francisco Public Library (File No. 0809-95-7)

Recommendation: Over to the meeting of October 16, 1995 at the request of Mr. Vazquez.

(5) REGULAR BUSINESS (5A THROUGH 5E)

(5A) Appeal by Brian Hansen of disqualification for Firefighter (Class H-2) due to residency (File No. 0520-95-4)

August 21, 1995: Over to the meeting of September 18, 1995 at the request of Mr. Hansen's attorney.

September 18, 1995: Over to the meeting of October 2, 1995 at the request of the San Francisco Fire Department.

Recommendation: Deny appeal; sustain the decision of the Chief of the Fire Department.

(5B) Appeal of background rejection for Police Officer by Kevin Conroy (Class Q-2). (File No. 0366-95-4)

September 18, 1995: Over to the meeting of October 2, 1995 at the request of Mr. Conroy's attorney.

Recommendation: Deny appeal; sustain the decision of the Chief of Police

(5C) Appeal of background rejection for Police Officer (Class Q-2) by Larry Deen. (File No. 1073-94-4)

Recommendation: Deny appeal; sustain the decision of the Chief of Police

(5D) Appeal of denial of assault pay for Edward Ferdinand, Transit Operator (Class 9163) (File No. 0806-95-3)

Recommendation: Deny the appeal by Edward Ferdinand; sustain the decision of the Human Resources Director to deny assault pay.

(5E) Appeal of denial of assault pay for Kenneth Ho, Transit Operator (Class 9163) (File No. 0807-95-3)

Recommendation: Deny the appeal by Kenneth Ho; sustain the decision of the Human Resources Director to deny assault pay.

Part II - 3:00 p.m.

(6) EMPLOYEE SEPARATIONS (Items 6A through 6C)

As soon after 3:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT
(Future employability only)

(6A) Stuart S. Fong, Police Officer (Class Q-2), San Francisco Police Department (File No. 0659-95-7)

August 7, 1995: Over to the meeting of August 21, 1995 at the request of Mr. Fong.

August 21, 1995: Over to the meeting of September 18, 1995 at the request of Mr. Fong.

September 18, 1995: Over to the meeting of October 2, 1995 at the request of Mr. Fong's attorney.

Future Employability recommendation of the San Francisco Police Department:

No future employment with the San Francisco Police Department.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT
(Future employability only)

(6B) Melvin Sherrod, Deputy Sheriff (Class 8304), Sheriff's Department (File No. 0808-95-7)

Future employability recommendation of the Sheriff:

Dismiss from the City and County Service. No future employment with the Sheriff's Department..

DISMISSAL OF PERMANENT EMPLOYEE
(Future employability only)

(6C) Thomas Dunne, Painter (Class 7346), Department of Parking and Traffic (File No. 0406-95-7)

June 5, 1995: Over to the meeting of July 17, 1995 at the request of Mr. Dunne's attorney.

July 17, 1995: Postpone at the request of the Executive Officer pending review and advice from the City Attorney.

September 18, 1995: Following consultation with the City Attorney, the Commission directed that the matter of the determination of the future employability of Thomas Dunne be recalendared on October 2, 1995. The Executive Officer to communicate the Commission's concerns to the Director of Parking and Traffic.

Future employability recommendation of the Department of Parking and Traffic:

Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County Service. No future employment with the Department of Parking and Traffic.

(7) COMMISSIONERS'S NEW BUSINESS AND REPORTS

(7A) COMMISSIONERS'S NEW BUSINESS

(7B) HUMAN RESOURCES DIRECTOR'S REPORT

(8) REQUESTS TO SPEAK

(9) ADJOURNMENT



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO MINUTES

Regular Meeting
October 2, 1995

2:00 p.m.
Room 428,
Veterans Building, 401 Van Ness Avenue

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

TIME CONVENED

2:30 p.m.

ROLL CALL

Present: Commissioner Clopton
Commissioner Kosturos
Commissioner Munson
Excused: Commissioner Pon
Commissioner Rios

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MINUTES

Regular Meeting of September 18, 1995

Action: Approve

ANNOUNCEMENTS

None

1069-94-4 Appeal of background rejection for Police Officer (Class Q-2) by
Derrick Pressley. (Item No. 4G)

Speakers: None

Action: Over to the meeting of October 16, 1995 at the request
of Mr. Pressley.

1073-94-4 Appeal of background rejection for Police Officer (Class Q-2) by
Larry Deen. (Item No. 5C)

Speakers: None

Action: Postpone pending successful completion of the medical
examination phase of the selection process.

0366-95-4 Appeal of background rejection for Police Officer by Kevin Conroy (Class Q-2). (Item No. 5B)

Sept. 18, 1995: Over to the meeting of October 2, 1995 at the request of Mr. Conroy's attorney.

Speakers: None

Action: Off calendar; appeal withdrawn.

0391-95-7 Rochelle Billing, Custodian (Class 2708) Recreation and Park Department. (File No. 4H)

July 17, 1995: Over to the meeting of August 7, 1995 at the request of Ms. Billing's Attorney

August 7, 1995: Over to the meeting of August 21, 1995 at the request of the Recreation and Park Department.

August 21, 1995: Over to the meeting of October 2, 1995 at the request of Ms. Billing's attorney.

Speakers: None

Action: Over to the meeting of November 20, 1995 at the request of Ms. Billing's attorney.

0520-95-4 Appeal by Brian Hansen of disqualification for Firefighter (Class H-2) due to residency. (Item No. 5A)

August 21, 1995: Over to the meeting of September 18, 1995 at the request of Mr. Hansen's attorney.

Sept. 18, 1995: Over to the meeting of October 2, 1995 at the request of the San Francisco Fire Department.

Speakers: None

Action: Off calendar; appeal withdrawn.

0406-95-7 Thomas Dunne, Painter (Class 7346), Department of Parking and Traffic. (Item No. 6C)

June 5, 1995: Over to the meeting of July 17, 1995 at the request of Mr. Dunne's attorney.

July 17, 1995: Postpone at the request of the Executive Officer pending review and advice from the City Attorney.

Sept. 18, 1995: Following consultation with the City Attorney, the Commission directed that the matter of the determination of the future employability of Thomas Dunne be recalendared on October 2, 1995. The Executive Officer to communicate the Commission's concerns to the Director of Parking and Traffic.

0406-95-7 (Cont.)

Speakers: Pro: Michael Lum, Dept. of Parking and Traffic
Con: Fred Roesti, Attorney

Action: Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County Service. No future employment with the Department of Parking and Traffic.

0651-95-1 Quarterly monitoring report by the Department of Human Resources of Expanded Certification Rules. (File No. 4F)

May 16, 1994: Adopt Department of Human Resources report; Department of Human Resources to implement Civil Service Commission Rules allowing expanded certifications from eligible lists and submit its first monitoring report to the Civil Service Commission in September 1994.

Sept. 19, 1994: First report presented for the period May 16, 1994 through August 15, 1994.

July 17, 1995: The Department of Human Resources to prepare and submit monitoring reports for expanded certification rules at the meeting of August 7, 1995.

August 7, 1995: Postpone to the meeting of August 21, 1995 due to the non-submission of quarterly reports for the periods from September 1994 to present.

August 21, 1995: Postpone to the meeting of September 18, 1995 due to the non-submission of quarterly reports for the periods from September 1994 to present.

Sept. 18, 1995: Postpone to the meeting of October 2, 1995 due to non-submission of quarterly reports.

No reports submitted for the periods:

August 16, 1994 through November 15, 1994
November 16, 1994 through February 15, 1994
February 16, 1994 through May 15, 1995
May 16, 1995 through August 15, 1995

Speakers: None

Action: Due to record-keeping conversion in the Department of Human Resources, modify report schedule to require quarterly reports beginning January 1996. First report due at the Special Meeting of January 8, 1996.

0659-95-7 Stuart S. Fong, Police Officer (Class Q-2), San Francisco Police Department. (Item No. 6A)

August 7, 1995: Over to the meeting of August 21, 1995 at the request of Mr. Fong.

August 21, 1995: Over to the meeting of September 18, 1995 at the request of Mr. Fong.

Sept. 18, 1995: Over to the meeting of October 2, 1995 at the request of Mr. Fong's attorney.

Speakers: Pro: Lt. Alan Mould, S.F. Police Dept.
Con: Dan Conley, Attorney
Stuart S. Fong

Action: No future employment with the San Francisco Police Department.

0719-95-7 Rescission of Civil Service Commission action of July 9, 1992 in the matter of the resignation of Myles Dixon, Class 2806 Disease Control Investigator (Class 2806) Department of Public Health in accordance with the findings and award of the State of California Workers' Compensation Appeals Board (Case No. SFO 0363530). (Item No. 4D)

Speakers: None

Action:

1. Rescind Civil Service Commission action of February 1, 1993 in the matter of the resignation of Myles Dixon, Disease Control Investigator (Class 2806), Department of Public Health, to comply with the State of California Workers' Compensation Appeals Board findings and award, Case No. SFO 0363530;
2. Accept Mr. Dixon's resignation with services certified as satisfactory by the Director of Public Health;
3. Direct that all records of the Civil Service Commission be adjusted accordingly;
4. Direct that the Human Resources Director and the Director of Public Health be notified to adjust all Department of Human Resources and Department of Public Health records accordingly and to notify any other relevant agency to adjust its records.

0779-95-7 Lisa Davenport-Fidler, Gardener (Class 3417), Recreation and Park Department. (Item No. 4I)

Speakers: None

Sept. 18, 1995: Over to the meeting of October 2, 1995 at the joint requests of the Recreation and Park Department and Ms. Fidler.

Action: Over to the meeting of November 6, 1995 at the request of Ms. Davenport-Fidler's attorney.

798-95-7 Rescission of administrative action of August 24, 1992 taken under Civil Service Commission Rule 6 - Separation Hearings and Procedures, in the matter of the May 27, 1992 dismissal of Donald I. Hensic, Sergeant (Class Q-50), Police Department, in accordance with California Court of Appeal Order Number A064931. (Item No. 4E)

Speakers: None

- Action:
1. Rescind August 24, 1992 administrative action taken under Civil Service Commission Rule 6 - Separation Hearings and Procedures, in the matter of the May 27, 1992 Dismissal of Donald I. Hensic, Sergeant (Class Q-50), Police Department, to comply with the decision of the California Court of Appeals Court Order Number A064931;
 2. Direct that all records of the Civil Service Commission be adjusted accordingly;
 3. Direct that the Human Resources Director and the Chief of Police be notified to adjust all records of their respective agencies accordingly and to notify any other relevant agency to adjust its records.

0805-95-8 Review of requests for approval of proposed personal services contracts. (Item No. 4A)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2016-95/96	Public Health	130,000	Will coordinate and implement a population-based survey of African American youth residing in or handing out in high STD incidence neighborhoods in San Francisco to identify their needs, attitudes and behaviors.	Continuing	12/31/98
2017-95/96	Public Health	160,000	Conduct monitoring and evaluation activities of all Mental Health and Substance Abuse programs.	Continuing	6/30/97

0805-95-8, Item No. 4A (Cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2018-95/96	Public Health	200,000	Will design a non-clinic based questionnaire; design and evaluate new non-clinic-based behavioral interventions to reduce African American youth's risk of exposure to and infection with STDs, including HIV.	Continuing	12/31/98
4057-95/96	Airports Commission	415,000	Operate transit service between the Millbrae CalTrain Station and the Airport's Terminals and other major Airport employment centers.	Regular	9/30/96
4058-95/96	Airports Commission	250,000	Provide expert analysis, design, and recommendations for unique pavement problems affecting Airport roadway and runway pavement where lack of timely repair would impact Airport operations and services.	Regular	9/30/98
4059-95/96	Human Resources	212,706	Provide access to and use of proprietary workers' compensation management information system; provide system installation, conversion of data, and ongoing support of system.	Regular	6/30/96
4060-95/96	Parking and Traffic Commission	74,760	Obtain traffic volumes including turning movement data at 251 signalized intersections throughout the City.	Regular	4/30/96
4061-95/96	Public Health	129,518	Will conduct a cluster sample survey in the Mission District; provide assessment and vaccinations to 4,800 children 0-4 years old living in the Mission District.	Regular	12/31/96
209-93/94	Public Utilities Commission (Hetch Hetchy & Bureaus)	62,000 (total 213,500)	Provide specialized consulting services related to litigation for the City Attorney's Office.	Regular	12/31/96
739-92/93	Public Utilities Commission (Hetch Hetchy & Bureaus)	205,000 (total 870,000)	Lobbyists in Washington, D.C. in fields of water and energy.	Regular	12/31/96

Speakers:

None

Action:

Adopt Human Resources Director's Report; notify the offices of the Controller and the Purchaser.

0806-95-3 Appeal of denial of assault pay for Edward Ferdinand, Transit Operator (Class 9163). (Item No. 5D)

Speakers: None

Action: Over to the meeting of October 16, 1995; incorrect address on file.

0807-95-3 Appeal of denial of assault pay for Kenneth Ho, Transit Operator (Class 9163). (Item No. 5E)

Speakers: Pro: Tamara George, Dept. of Human Resources
Con: Clare Caldwell, Transport Workers Union
Kenneth Ho

Action: Deny the appeal by Kenneth Ho; sustain the decision of the Human Resources Director to deny assault pay.

0808-95-7 Melvin Sherrod, Deputy Sheriff (Class 8304), Sheriff's Department . (Item No. 6B)

Speakers: Pro: Mary Anne DeSouza, Chief Deputy, Sheriff's Dept.
Capt. Carl Koehler, Sheriff's Dept.
Con: Melvin Sherrod

Action: Dismiss from the City and County Service. No future employment with the Sheriff's Department.

0809-95-7 Determination of the future employability of Jose Vazquez, Accountant (Class 1650), San Francisco Public Library. (Item No. 4J)

Speakers: None

Action: Over to the meeting of October 16, 1995 at the request of Mr. Vazquez.

**0810-95-5 From the Civil Service Commission Rules Revision Committee:
Proposed amendments to the probationary period provisions of
the Civil Service Commission Rules. (Item No. 4C)**

Rule 6 - Separation Hearings and Procedures

Section 6.01 - Rules of Procedure Governing Separation Hearings

Section 6.04 - Procedure for Termination of Entrance Probationary
Employee

Section 6.05 - Procedure for Termination of Promotive Probationary
Employee

Rule 6A - "Dismissal During Probation Period" (formerly Charter
Section 8.340)

Rule 16 - Probationary Period

Appendix Rule 6 - Separation Hearings and Procedures

Section 6.01 - Rules of Procedure Governing Separation Hearings

Section 6.04 - Procedure for Termination of Entrance Probationary
Employee

Section 6.05 - Procedure for Termination of Promotive Probationary
Employee

Appendix Rule 6A - "Dismissal During Probation Period" (Formerly
Charter Section 8.340)

Appendix Rule 16 - Probationary Period

Speakers: None

Action: Post; circulate to department heads and personnel
officials; refer to the Employee Relations Division for
the completion of meet and confer obligations.

**0815-95-8 Review of request for approval of proposed personal services
contract. (Item No. 4B)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4070-95/96	Assessor	188,641	Conduct an immediate valuation of complex downtown commercial properties.	Regular	6/30/96

Speakers: None

Action: Over to the meeting of October 16, 1995 by
Commission action. A representative of the Assessor's
office is requested to be in attendance at the meeting
of October 16, 1995.

COMMISSIONERS'S NEW BUSINESS (Item No. 7A)

The Commission requested the Executive Officer to write to each department to reiterate the existing Civil Service Commission personal services contracts procedures with regard to timeliness.

The Commission also instructed the Executive Officer to remind department heads of the contractual obligations to notify affected recognized labor organizations with regard to personal services contracts.

Commission Munson asked that the Executive Officer request from Local 21 - International Federation of Technical and Professional Employees, documentation of cases when departments have failed to notify that organization of Requests for Proposals (RFP).

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 7B)

None

REQUESTS TO SPEAK (Item No. 8)

None

ADJOURNMENT

4:08 p.m.





CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

A G E N D A

Regular Meeting
of
October 16, 1995

2:00 p.m.

Room 428,
Veterans Building, 401 Van Ness Avenue

Order of Business

Part I - 2:00 p.m.

1. CALL TO ORDER AND COMMISSION ROLL CALL
2. MINUTES
3. ANNOUNCEMENTS
4. CONSENT AGENDA
5. REGULAR BUSINESS

Part II - 3:00 p.m.

6. EMPLOYEE SEPARATIONS
7. COMMISSIONERS'S NEW BUSINESS AND REPORTS
8. REQUESTS TO SPEAK
9. ADJOURNMENT

DOCUMENTS DEPT.

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KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER



Notice of Commission Hearing Policies and Procedures**A. Commission Office**

The Civil Service Commission office is located in Room 304, 401 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 554-4747 and the fax number is (415) 554-4714. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy requiring written reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission Office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10¢) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline will not be calendared.

C. Policy on written submissions by appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2" X 11" paper, three-hole punched on left margin and page numbered in the bottom margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and procedure for postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing prior to the meeting. Before acting, the Executive Officer may refer certain requests to another city official for recommendation. Telephone requests must be confirmed in writing. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on hearing items out of order and on private hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separation Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview).
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

F. Policy on tape recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

G. Requests to speak before the Civil Service Commission

Persons requesting to address the Commission on matters not on the agenda but within the jurisdiction of the Commission may complete a "REQUEST TO ADDRESS THE COMMISSION" form and submit it to the Commission Executive Officer before the meeting. Requests may be submitted by telephone by calling the Commission office before 12 Noon on the meeting day. Requests will be numbered in the order of receipt. This number will determine the order that speakers will be heard; **OR** a person may also appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission without completing a Request form. These speakers will be heard following the speakers with a Request form. In either case, speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker is three (3) minutes. Total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on disability access

The Civil Service Commission normally meets in Room 428 Veterans Building, 401 Van Ness Avenue. However, meetings not held in this room are conducted in the Civic Center Area.



The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 1/2 blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.



The following services are available on request 72 hours prior to the meeting: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission Office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public.

Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance will assure that their deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 401 Van Ness Avenue, Room 402, Telephone No. 554-7940.

**City and County of San Francisco
Civil Service Commission**

**Agenda for Regular Meeting
October 16, 1995**

PART I - 2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND COMMISSION ROLL CALL

(2) MINUTES

Regular Meeting of October 2, 1995

(3) ANNOUNCEMENTS

A. Announcement of changes to agenda

B. Other announcements

(4) CONSENT AGENDA (ITEM 4A THROUGH 4C)

All matters listed on the Consent Agenda are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Agenda and considered as a separate item.

**(4A) Review of requests for approval of proposed personal services contracts
(File No. 0830-95-8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2019-95/96	Retirement System	200,000	Will direct the investment of an allocated portion of the fixed income assets of the Retirement System's investment portfolio.	Continuing	6/30/96
2020-95/96	Retirement System	200,000	Will direct the investment of an allocated portion of the fixed income assets of the Retirement System's investment portfolio.	Continuing	6/30/95
4062-95/96	Public Works	4,000,000	Typical architectural/engineering service from design through construction for City Hall improvements, including tenant improvements, court space conversion, new electrical telephone and data wiring.	Regular	6/30/99
4063-95/96	Public Works	200,000	Preparation of an environmental impact report.	Regular	12/31/96

Item 4A, File No. 0830-95-8 (Cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4064-95/96	Public Works	2,000,000	Provide mechanical engineering including drafting services on an as-needed basis.	Regular	12/31/98
4065-95/96	Airports Commission	70,000	Provide sampling and testing of all water samples, waste water analysis and other related work as directed by City and San Francisco International Airport.	Regular	9/30/96
4066-95/96	Human Resources	69,000	Negotiation of medical provider contracts and development of medical cost containment strategies for Workers' Compensation Division of Department of Human Resources.	Regular	6/30/96
4067-95/96	Human Resources	2,928,625	Will provide complete Workers' Compensation adjusting services, including investigation and adjudication of claims, data recording, payment processing, support of the litigation and rehabilitation processes.	Regular	6/30/96
4068-95/96	Human Resources	730,000	Provide review and reduction of workers' compensation medical bills and provide a cost containment network of preferred medical providers.	Regular	6/30/96
4069-95/96	Public Works	250,000	Prepare a bond report and develop a public information program for the San Francisco Recycled Water Master Plan Phase I.	Regular	12/31/96
003A-94/95	Controller	70,800 (total 100,000)	Will assist with the elimination of the backlog of production support service requests (SRs).	Annual	6/30/96
007A-94/95	Controller	70,800 (total 100,000)	Will assist with the elimination of the backlog of production support service requests (SRs).	Annual	6/30/96
568-93/94	Public Utilities Commission (Hetch Hetchy & Bureaus)	348,000 (total 1,198,000)	Consultant support to the City Attorney in defending the City's water rights before FERC and State Water Resources Control Board (SWRCB).	Regular	6/30/97

Item 4A, File No. 0830-95-8 (Cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
053C-94/95	Public Health	1,518,528 (total 1,720,799)	Provide housing subsidies, representative payee and money management services to low-income individuals with HIV/AIDS within the Native American and other people of color communities of San Francisco.	Continuing	6/30/96

Recommendation: Adopt Human Resources Director's Report; notify the offices of the Controller and the Purchaser.

(4B) Review of requests for approval of proposed personal services contracts (File No. 0815-95-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4070-95/96	Assessor	188,641	Conduct an immediate valuation of complex downtown commercial properties	Regular	6/30/96

October 2, 1995: Over to the meeting of October 16, 1995 by Commission action. A representative of the Assessor's office is requested to be in attendance at the meeting of October 16, 1995.

Recommendation: Adopt Human Resources Director's Report; notify the offices of the Controller and the Purchaser.

(4C) Zenola Gray, Police Communications Dispatcher (Class 8238), San Francisco Police Department (File No. 0647-95-7)

Recommendation: Over to the meeting of January 8, 1996 at the request of Ms. Gray's attorney.

(5) REGULAR BUSINESS (5A THROUGH 5C)

(5A) Appeal of background rejection for Police Officer (Class Q-2) by Derrick Pressley. (File No. 1069-94-4)

October 2, 1995: Over to the meeting of October 16, 1995 at the request of Mr. Pressley.

Recommendation: Deny appeal; sustain the decision of the Chief of Police.

(5B) Appeal of denial of assault pay for Edward Ferdinand, Transit Operator (Class 9163) (File No. 0806-95-3)

October 2, 1995: Over to the meeting of October 16, 1995; incorrect address on file.

Recommendation: Deny the appeal by Edward Ferdinand; sustain the decision of the Human Resources Director to deny assault pay.

(5C) Appeal of Human Resources Director's decision of administrative closure of discrimination complaint by Bobby Winton. (File No. 0750-95-6)

Recommendation: Adopt report; sustain the decision of the Human Resources Director.

Part II - 3:00 p.m.

(6) EMPLOYEE SEPARATIONS (Items 6A through 6D)

As soon after 3:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance.

DISMISSAL OF PERMANENT EMPLOYEE
(Future employability only)

(6A) David Ladd, Transit Operator (Class 9163), Public Transportation Department (File No. 0659-95-7)

August 21, 1995: Over to the meeting of October 16, 1995 at the request of Mr. Ladd's attorney.

Recommendation of the Public Transportation Department:

No future employment with the Public Transportation Department.

DISMISSAL OF PERMANENT EMPLOYEE
(Future employability only)

(6B) Terrence Moyles, Animal Keeper (Class 3320), Recreation and Park Department (File No. 0774-95-7)

Recommendation of the Recreation and Park Department:

Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the Recreation and Park Department.

TERMINATION OF PROVISIONAL EMPLOYEE
(Future employability only)

- (6C) Determination of future employability of Jose Vazquez, Accountant (Class 1650), San Francisco Public Library (File No. 0809-95-7)**

October 2, 1995: Over to the meeting of October 16, 1995 at the request of Mr. Vazquez.

Recommendation of the San Francisco Public Library:

No future employment with the San Francisco Public Library

TERMINATION OF PROVISIONAL EMPLOYEE
(Future Employability Only)

- (6D) Determination of the future employability of Anthony Hewitt, Counselor (Class 8320), Juvenile Probation Department (File No. 0809-95-7)**

Recommendation of the Juvenile Probation Department:

Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the Juvenile Probation Department.

(7) COMMISSIONERS'S NEW BUSINESS AND REPORTS

- (7A) COMMISSIONERS'S NEW BUSINESS**

- (7B) HUMAN RESOURCES DIRECTOR'S REPORT**

(7B.1.) Monthly report on provisional appointments in the City work force.

Recommendation: Report received, file.

(7B.2.) Progress report on the class consolidation project.

Recommendation: Report received, file.

(7B.3.) Report on eligible certification activity.

Recommendation: Report received, file.

(7B.4.) Status report on the Human Resources Information System (HRIS).

Recommendation: Report received, file.

(7B.5.) Report on status of eligible list extensions/cancellations/recisions.

Recommendation: Report received, file.

(7C) EXECUTIVE OFFICER'S REPORT

(7.C.1.) Presentation by the Civil Service Commission to the Board of Supervisor's Budget Committee.

Recommendation: For discussion.

(8) REQUESTS TO SPEAK

(9) ADJOURNMENT



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MINUTES

Regular Meeting
October 16, 1995

2:00 p.m.
Veterans Building
401 Van Ness, Room 304

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

TIME CONVENED

2:16 p.m.

ROLL CALL

Present: Commissioner Clopton
Commissioner Munson
Commissioner Pon
Commissioner Rios
Excused: Commissioner Kosturos

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MINUTES

Regular Meeting of October 2, 1995

Action: Approve

ANNOUNCEMENTS

None

FILE NO.

1069-94-4 Appeal of background rejection for Police Officer (Class Q-2) by Derrick Pressley. (Item No. 5A)

October 2, 1995: Over to the meeting of October 16, 1995 at the request of Mr. Pressley.

Speakers: None

Action: Over to the meeting of November 6, 1995 at the request of Mr. Pressley's attorney. The Civil Service Commission stipulated that no additional continuances shall be granted.

0647-95-7 Determination of future employability of Zenola Gray, Police Communications Dispatcher (Class 8238), San Francisco Police Department (Item No. 4C)

Speakers: None

Action: Over to the meeting of January 8, 1996 at the request of Ms. Gray's attorney.

0659-95-7 Determination of future employability of David Ladd, Transit Operator (Class 9163), Public Transportation Department (Item No. 6A)

August 21, 1995: Over to the meeting of October 16, 1995 at the request of Mr. Ladd's attorney.

Speakers: None

Action: No future employment with the Public Transportation Department.

0750-95-6 Appeal of Human Resources Director's decision of administrative closure of discrimination complaint by Bonny Winton. (Item No. 5C)

Speakers: Pro: Esther Leong, Dept. of Human Resources
Con: Bonny Winton

Action: Adopt report; sustain the decision of the Human Resources Director to deny the appeal of Bonny Winton.

0774-95-7 Determination of future employability of Terrence Moyles, Animal Keeper (Class 3320), Recreation and Park Department (Item No. 6B)

Speakers: None

Action: Over to the meeting of November 6, 1995 at the request of the Recreation and Park Department.

0806-95-3 Appeal of denial of assault pay for Edward Ferdinand, Transit Operator (Class 9163) (Item No. 5B)

October 2, 1995: Over to the meeting of October 16, 1995; incorrect address on file.

Speakers: Pro: Tamara George, Dept. of Human Resources
Con: None

Action: Deny the appeal by Edward Ferdinand; sustain the decision of the Human Resources Director to deny assault pay. (Mr. Ferdinand did not appear.)

0809-95-7 Determination of future employability of Jose Vazquez, Accountant (Class 1650), San Francisco Public Library (Item No. 6C)

October 2, 1995: Over to the meeting of October 16, 1995 at the request of Mr. Vazquez.

Speakers: None

Action: Over to the meeting of November 6, 1995 at the request of the San Francisco Public Library.

0815-95-8 Review of requests for approval of proposed personal services contracts (Item No. 4B)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4070-95/96	Assessor	188,641	Conduct an immediate valuation of complex downtown commercial properties	Regular	6/30/96

October 2, 1995: Over to the meeting of October 16, 1995 by Commission action. A representative of the Assessor's office is requested to be in attendance at the meeting of October 16, 1995.

Speakers: None

Action: Over to the meeting of November 6, 1995 at the request of Commissioner Kosturos.

0830-95-8 Review of requests for approval of proposed personal services contracts (Item No. 4A)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2019-95/96	Retirement System	200,000	Will direct the investment of an allocated portion of the fixed income assets of the Retirement System's investment portfolio.	Continuing	6/30/96
2020-95/96	Retirement System	200,000	Will direct the investment of an allocated portion of the fixed income assets of the Retirement System's investment portfolio.	Continuing	6/30/95
4062-95/96	Public Works	4,000,000	Typical architectural/engineering service from design through construction for City Hall improvements, including tenant improvements, court space conversion, new electrical telephone and data wiring.	Regular	6/30/99
4063-95/96 (Over to 11-6-95)	Public Works	200,000	Preparation of an environmental impact report.	Regular	12/31/96
4064-95/96	Public Works	2,000,000	Provide mechanical engineering including drafting services on an as-needed basis.	Regular	12/31/98
4065-95/96	Airports Commission	70,000	Provide sampling and testing of all water samples, waste water analysis and other related work as directed by City and San Francisco International Airport.	Regular	9/30/96

0830-95-8 (Item 4A) (Cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4066-95/96	Human Resources	69,000	Negotiation of medical provider contracts and development of medical cost containment strategies for Workers' Compensation Division of Department of Human Resources.	Regular	6/30/96
4067-95/96	Human Resources	2,928,625	Will provide complete Workers' Compensation adjusting services, including investigation and adjudication of claims, data recording, payment processing, support of the litigation and rehabilitation processes.	Regular	6/30/96
4068-95/96	Human Resources	730,000	Provide review and reduction of workers' compensation medical bills and provide a cost containment network of preferred medical providers.	Regular	6/30/96
4069-95/96	Public Works	250,000	Prepare a bond report and develop a public information program for the San Francisco Recycled Water Master Plan Phase I.	Regular	12/31/96
003A-94/95	Controller	70,800 (total 100,000)	Will assist with the elimination of the backlog of production support service requests (SRs).	Annual	6/30/96
007A-94/95	Controller	70,800 (total 100,000)	Will assist with the elimination of the backlog of production support service requests (SRs).	Annual	6/30/96
568-93/94	Public Utilities Commission (Hetch Hetchy & Bureaus)	348,000 (total 1,198,000)	Consultant support to the City Attorney in defending the City's water rights before FERC and State Water Resources Control Board (SWRCB).	Regular	6/30/97
053C-94/95	Public Health	1,518,528 (total 1,720,799)	Provide housing subsidies, representative payee and money management services to low-income individuals with HIV/AIDS within the Native American and other people of color communities of San Francisco.	Continuing	6/30/96

Speakers:

Contract 4062-95/96, 4063-95/96, 4064-95/96Pro: James Horan, Dept. of Public Works
Russ Able, Dept. of Public Works (4062-95/96 only)

Con: Linda Jofuku, Local 21

Contract 4065-95/96

Pro: Denise Cannonier, Airports Commission

Con: Linda Jofuku, Local 21

0830-95-8 (Item 4A)(Cont.)

Contracts 4066-95/96, 4067-95/96, 4068-95/96

Pro: Wendell Pryor, Dept. of Human Resources

Con: David Gabler, SEIU, Local 790

- Action:
1. Contract 4063-95/96 over to the meeting of November 6, 1995 by Commission action. The Civil Service Commission requested that the Department of Public Works provide additional information with regard to other City and County of San Francisco departments' ability to provide the necessary environmental impact reports.
 2. Approve Contract 4062-95/96 (3 to 1: Commissioner Pon opposed).
 3. Approve contract 4064-95/96 (3 to 1: Commissioner Rios opposed).
 4. Adopt remainder of the Human Resources Director's Report; and notify the offices of the Controller and the Purchaser.

0831-95-7 Determination of the future employability of Anthony Hewitt, Counselor (Class 8320), Juvenile Probation Department (Item No. 6D)

Speakers: None

Action: Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the Juvenile Probation Department. (Mr. Hewitt did not appear.)

COMMISSIONERS'S NEW BUSINESS (Item No. 7A)

None

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 7B)

(7B.1.) Monthly report on provisional appointments in the City work force.

Action: Report received, file.

(7B.2.) Progress report on the class consolidation project.

Action: Report received, file.

(7B.3.) Report on eligible certification activity.

Action: Report received, file.

0830-95-8 (Item 4A)(Cont.)

(7.B.4.) Status report on the Human Resources Information System (HRIS).

Speakers: Gary King, Dept. of Human Resources

Action: Report received, file.

(7.B.5.) Report on status of eligible list extensions/cancellations/recisions.

Speakers: Items 7.B.1 through 7.B.5
Wendell Pryor, Dept. of Human Resources
Anne Godfrey, Dept. of Human Resources

Action: Report received, file.

EXECUTIVE OFFICER'S REPORT (Item No. 7C)

(7.C.1.) Presentation by the Civil Service Commission to the Board of Supervisor's Budget Committee.

Action: None

REQUESTS TO SPEAK

David Gabler, SEIU, Local 790

ADJOURNMENT

3:30 p.m.

In memory of Michael Kosturos, son of Commissioner George Kosturos and an employee of the Recreation and Park Department, who died tragically this past weekend. The Civil Service Commission extends condolences to Commissioner Kosturos and his family.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

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A G E N D A

Regular Meeting of

November 6, 1995

2:00 p.m.

Room 428,
Veterans Building, 401 Van Ness Avenue

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Order of Business

Part I - 2:00 p.m.

1. CALL TO ORDER AND COMMISSION ROLL CALL
2. MINUTES
3. ANNOUNCEMENTS
4. CONSENT AGENDA
5. REGULAR BUSINESS

Part II - 3:00 p.m.

6. EMPLOYEE SEPARATIONS
7. COMMISSIONERS'S NEW BUSINESS AND REPORTS
8. REQUESTS TO SPEAK
9. ADJOURNMENT

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER



Notice of Commission Hearing Policies and Procedures**A. Commission Office**

The Civil Service Commission office is located in Room 304, 401 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 554-4747 and the fax number is (415) 554-4714. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy requiring written reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission Office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline will not be calendared.

C. Policy on written submissions by appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2" X 11" paper, three-hole punched on left margin and page numbered in the bottom margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and procedure for postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing prior to the meeting. Before acting, the Executive Officer may refer certain requests to another city official for recommendation. Telephone requests must be confirmed in writing. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on hearing items out of order and on private hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separation Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

F. Policy on tape recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

G. Requests to speak before the Civil Service Commission

Persons requesting to address the Commission on matters not on the agenda but within the jurisdiction of the Commission may complete a "REQUEST TO ADDRESS THE COMMISSION" form and submit it to the Commission Executive Officer before the meeting. Requests may be submitted by telephone by calling the Commission office before 12 Noon on the meeting day. Requests will be numbered in the order of receipt. This number will determine the order that speakers will be heard; *OR* a person may also appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission without completing a Request form. These speakers will be heard following the speakers with a Request form. In either case, speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker is three (3) minutes. Total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on disability access

The Civil Service Commission normally meets in Room 428 Veterans Building, 401 Van Ness Avenue. However, meetings not held in this room are conducted in the Civic Center Area.



The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 1/2 blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.



The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission Office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public.

Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 401 Van Ness Avenue, Room 402.

**City and County of San Francisco
Civil Service Commission**

**Agenda for Regular Meeting
November 6, 1995**

PART I - 2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND COMMISSION ROLL CALL

(2) MINUTES

Regular Meeting of October 16, 1995

(3) ANNOUNCEMENTS

- A. Announcement of changes to agenda
- B. Executive Session, November 1, 1995
- C. Executive Session, November 6, 1995
- D. Other announcements

(4) CONSENT AGENDA (ITEM 4A THROUGH 4G)

All matters listed on the Consent Agenda are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Agenda and considered as a separate item.

**(4A) Review of requests for approval of proposed personal services contracts
(File No. 0885-95-8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2021-95/96	Public Health	190,000	Provide fiscal intermediary services to the City including processing & payment of claims from SF Hospitals & physicians to reimburse for uncompensated costs incurred in providing medical care to indigent persons.	Continuing	3/31/97
2022-95/96	Public Health	120,852	Specialized chlamydia testing to determine the geographic distribution of c. trachomotic sexually transmitted OMP1 genotypes among 5 STD communities in the US.	Continuing	12/30/97
2023-95/96	Social Services	187,231	Provide emotional support and parenting instruction through in-home visits to families with substance abuse, mental illness, and children at risk problems.	Continuing	10/31/97

0885-95-8 (Item 4A) (Cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2024-95/96	Social Services	424,000	Will serve as the "employer of records" for the In-Home Supportive Services Program (IHSS), and establish a Central Registry to assist IHSS Clients.	Continuing	6/30/96
2025-95/96	Social Services	100,000	Plan and implement a family resource center for the families in the Western Addition.	Continuing	10/30/96
4071-95/96	Chief Administrative Officer	89,000	Will assist in coordinating trilingual targeted neighborhood outreach campaigns, manage seasonal outreach campaigns and research, write and coordinate production of trilingual outreach materials.	Regular	11/30/97
4072-95/96	Chief Administrative Officer	294,000	Contractor will screen candidates, refer them to the City, and pay stipends. Applicants will assist recycling, hazardous waste, and solid waste program managers with temporary projects.	Regular	12/31/96
4073-95/96	Public Works	1,500,000	Provide as-needed multi-discipline engineering services.	Regular	6/30/99
4074-95/96	Art Commission	70,000	Fabricate art work for the New Civil Center Court House.	Regular	7/30/97
4075-95/96	Public Works	130,000	Design a new automated system; design various databases and computer programs, deliver and install programs, hand-held computers and software.	Regular	10/1/96
4076-95/96	Art Commission	120,000	Develop construction documents for fabrication and installation for sculptural light reflectors for San Francisco International Airport.	Regular	12/31/96
4077-95/96	Mayor's Office of Community Development	207,000	Provide mediation and referral services.	Regular	8/31/97
4078-95/96	Mayor's Office of Community Development	175,272	Provide mediation and referral services.	Regular	8/31/97
4079-95/96	Public Works	600,000	Provide electrical engineering services including instrumentation and control work on as-needed basis.	Regular	12/31/98

0885-95-8 (Item 4A) (Cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4080-95/96	Public Works	200,000	Establish a Code Enforcement Outreach Program to educate tenants and landlords on the Department's code enforcement procedures, and their rights and responsibilities using meetings, phone call and follow-ups.	Regular	12/31/96
4081-95/96	Mayor's Criminal Justice Council	800,000	Implement a Neighborhood Crime Prevention Program with a collaborative of 12 community organizations, to work in 10 Police Districts.	Regular	9/30/96
4082-95/96	Public Library	57,540	Establish a structure for the ongoing literacy service delivery responding to the special characteristics and literacy needs of the Bayview-Hunter's Point Community.	Regular	9/30/96
386-94/95	Public Utilities Commission (Water)	650,000 (total 950,000)	Provide needs assessment, specialized training and documentation for water treatment operators.	Regular	4/30/97
396-94/95	Social Services	100,000 (total 140,000)	Provide short-term respite service to SFDSS referred relative care takers and foster parents of level I and II foster children.	Continuing	10/31/96

Recommendation: Adopt Human Resources Director's Report; notify the offices of the Controller and the Purchaser.

(4B) Review of requests for approval of proposed personal services contracts (File No. 0815-95-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4070-95/96	Assessor	188,641	Conduct an immediate valuation of complex downtown commercial properties	Regular	6/30/96

October 2, 1995: Over to the meeting of October 16, 1995 by Commission action. A representative of the Assessor's office is requested to be in attendance at the meeting of October 16, 1995.

October 16, 1995: Over to the meeting of November 6, 1995 at the request of Commissioner Kosturos.

Recommendation: Adopt Human Resources Director's Report; notify the offices of the Controller and the Purchaser.

**(4C) Review of requests for approval of proposed personal services contracts.
(File No. 0830-95-8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4063-95/96	Public Works	200,000	Preparation of an environmental impact report.	Regular	12/31/96

**(4D) Request of the Human Resources Director to credit for seniority purposes the prior service of 74 employees selected from expired eligible lists.
(File No. 0886-95-5)**

Recommendation: Adopt Human Resources Director's report. Approve request to credit for seniority purposes the prior service of 74 employees selected from expired eligible lists whose names, classes, and departments are listed in the Human Resources Director's report. Notify all affected employees, departments, and relevant City and County agencies.

(4E) Proposed reorganization, recodification, reformatting, and republication of the Civil Service Commission Rules. (File No. 0890-95-5)

Recommendation:

1. Adopt staff report. Authorize the Executive Officer to reorganize, recodify, and reformat the Civil Service Commission Rules.
2. Forward proposed reorganized, recodified, and reformatted Civil Service Commission Rules to the Civil Service Commission Rules Revision Committee with the request that the revised Rules be reviewed and returned to the Civil Service Commission for action on January 8, 1996.
3. Authorize the Executive Officer to make the revised Civil Service Commission Rules available as both a printed document and a computer diskette.

**(4F) Appeal of promotive probationary termination by Robert English, Senior Management Assistant (Class 1844), San Francisco Public Library.
(File No. 0837-95-7)**

Recommendation: Over to the meeting of December 4, 1995 at the request of the San Francisco Public Library .

(4G) Appeal of entrance probationary termination by Dianne Sforzo, Paramedic (Class 2532), Department of Public Health (File No. 0762-95-7)

Recommendation : Over to the meeting of November 20, 1995 at the request of Ms. Sforzo.

(5) REGULAR BUSINESS (5A THROUGH 5C)

(5A) Appeal of background rejection for Police Officer (Class Q-2) by Derrick Pressley. (File No. 1069-94-4)

October 2, 1995: Over to the meeting of October 16, 1995 at the request of Mr. Pressley.

October 16, 1995: Over to the meeting of November 6, 1995 at the request of Mr. Pressley's attorney. The Civil Service Commission stipulated that no additional continuances shall be granted.

Recommendation: Deny appeal. Sustain the decision of the Chief of Police.

(5B) Appeal of background rejection for Police Officer (Class Q-2) by David Chan. (File No. 0589-95-4)

Recommendation: Deny appeal. Sustain the decision of the Chief of Police.

(5C) Appeal of the Human Resources Director's decision to reject the applications of Amy Differding, Ana Linder, Arlene Miles, Avelina Pacuan, Lujuan Thompson, and Erik Zea for the examination for Class 3618 Library Technical Assistant II . (File No. 0891-95-4)

Recommendation: Adopt Human Resources Director's report. Deny the appeals of Amy Differding, Ana Linder, Arlene Miles, Avelina Pacuan, Lujuan Thompson, and Erik Zea. Sustain the decision of the Human Resources Director to reject applications for the examination for Class 3618 Library Technical Assistant II.

Part II - 3:00 p.m.

(6) EMPLOYEE SEPARATIONS (Items 6A through 6F)

As soon after 3:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance.

RESIGNATION - SERVICES UNSATISFACTORY
(Future Employability Only)

- (6A) Appeal of the Human Resources Director's action on future employability - Jose Vazquez, Accountant (Class 1650), San Francisco Public Library (Provisional employee - less than six (6) months service) (File No. 0809-95-7)**

July 28, 1995: No future employment with the San Francisco Public Library (Human Resources Director's action).

October 2, 1995: Over to the meeting of October 16, 1995 at the request of Mr. Vazquez.

October 16, 1995: Over to the meeting of November 6, 1995 at the request of the San Francisco Public Library.

Recommendation of the San Francisco Public Library:

No future employment with the San Francisco Public Library.

AUTOMATIC RESIGNATION (NO GRIEVANCE FILED)
(Future Employability Only)

- (6B) Appeal of the Human Resources Director's action on future employability- Delfin Lim, Nursing Assistant (Class 2302), Department of Public Health (File No. 0851-95-7)**

October 4, 1995: Future employment subject to the review and approval of the Human Resources Director. Satisfactory completion of two (2) years of work experience outside the City and County Service will be required prior to reemployment. (Human Resources Director's action)

Recommendation of the Department of Public Health:

Future employment subject to the review and approval of the Human Resources Director. Satisfactory completion of two (2) years of work experience outside the City and County Service will be required prior to reemployment.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT
(Future Employability Only)

- (6C) Christine Cartright, Eligibility Worker (Class 2903), Department of Social Services (File No. 0794-95-7)**

Recommendation of the Department of Social Services:

Dismiss from City and County Service. Cancel any current examination and eligibility status. No future employment with the Department of Social Services.

DISMISSAL OF PERMANENT EMPLOYEE
(Future Employability Only)

- (6D) Lisa Davenport-Fidler, Gardener (Class 3417), Recreation and Park Department. (File No. 0592-95-7)**

September 18, 1995: Over to the meeting of October 2, 1995 at the joint request of the Recreation and Park Department and Ms. Davenport-Fidler.

October 2, 1995: Over to the meeting of November 6, 1995 at the request of Ms. Davenport-Fidler's attorney.

Recommendation of the Recreation and Park Department:

No restriction on future employment.

DISMISSAL OF PERMANENT EMPLOYEE
(Future Employability Only)

- (6E) Terrence Moyles, Animal Keeper (Class 3320), Recreation and Park Department (File No. 0774-95-7)**

Recommendation of the Recreation and Park Department:

Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the Recreation and Park Department.

DISMISSAL OF PERMANENT EMPLOYEE
(Future Employability Only)

- (6F) Monroe Quinn, Porter (Class 2736), Department of Public Health (File No. 0821-95-7)**

Recommendation of the Department of Public Health:

Cancel any current examination and eligibility status. Future employment subject to review and approval of the Human Resources Director after satisfactory completion of two (2) year's work experience outside the City and County Service. Must submit satisfactory evidence of completion of a substance abuse program.

(7) COMMISSIONERS'S NEW BUSINESS AND REPORTS

- (7A) COMMISSIONERS'S NEW BUSINESS**

- (7B) HUMAN RESOURCES DIRECTOR'S REPORT**

- (7C) EXECUTIVE OFFICER'S REPORT**

Proposed Fiscal Year 1996-97 Civil Service Commission Budget Request Preparation Calendar.

- Recommendation:
1. Adopt proposed Fiscal Year 1996-97 Budget Request Preparation Calendar.
 2. Schedule Special Meeting on January 22, 1996 to adopt a final Fiscal Year 1996-97 Budget Request.

(8) REQUESTS TO SPEAK

(9) ADJOURNMENT



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MINUTES

Regular Meeting
November 6, 1995

2:00 p.m.
Veterans Building
401 Van Ness Avenue, Room 304

DOCUMENTS DEPT.

NOV 13 1995

SAN FRANCISCO
PUBLIC LIBRARY

PUBLIC LIBRARY
CIVIC CENTER BRANCH
DOCUMENTS SECTION
1 MIN (10) BOX 41

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

TIME CONVENED

2:20 p.m.

ROLL CALL

Present: Commissioner Clopton
Commissioner Munson
Commissioner Pon
Excused: Commissioner Kosturos
Commissioner Rios

MINUTES

Regular Meeting of October 16, 1995

Action: Approve

ANNOUNCEMENTS

A. Announcement of changes to the Commission Meeting Schedule

Due to the Winter holidays of late December, the Civil Service Commission meeting of December 18 has been canceled.

Due to the legal holidays in January 1996, New Year's Day on Monday, January 1, 1996, and Martin Luther King Jr. holiday on Monday, January 15, 1996 which conflict with regular Civil Service Commission meetings, both regular Civil Service Commission meetings in January are canceled. The Civil Service Commission will instead hold a Special Meeting on Monday, January 8, 1996 at 2:00 p.m. in Room 428 Veterans Building.

Due to President's Day holiday on Monday, February 19, 1996 which conflicts with a regular Civil Service Commission meeting date, the regular meeting of February 19, 1996 is canceled. The Civil Service Commission will meet once in February 1996 on Monday, February 5, 1996 at 2:00 p.m. in Room 428 Veterans Building.

The Commission will schedule additional Special Meetings in December 1995, January 1996, and February 1996, if needed, to address any emergency situations.

The Commission will meet as scheduled on Monday, November 20, and Monday, December 4, 1995. All regular meetings are held in Room 428 Veterans Building, 401 Van Ness Avenue.

B. Executive Session of October 27, 1995

The Civil Service Commission Special Meeting in closed session of Friday, October 27, 1995 was adjourned to Wednesday, November 1, 1995 at 4:00 p.m. and again to Monday, November 6, 1995 at 1:00 p.m. in Room 304A Veterans Building, to consider appeals in the examination for Class Q50 Sergeant, San Francisco Police Department. This meeting was conducted in accordance with the Supplemental Order of the U.S. District Court under the Consent Decree in the matter of the Officers for Justice versus the City and County of San Francisco, et al. (United States District Court C73-0657 RFP and C77-2884 RFP). Present were Commissioners Clopton, Munson and Pon. The Commission denied the appeals of Harold W. Butler, Robert J. Geary, Edward Santos, Jr., and David Smith.

C. Executive Session, November 6, 1995

The Civil Service Commission held a Special Meeting in closed session on Monday, November 6, 1995 at 1:15 p.m. to consult with the Commission's Labor Negotiator under the authority of California Government Code Section 54957.6 and to confer with the City Attorney on a matter with substantial likelihood of litigation under the authority of California Government Code Section 54958.9. Present were Commissioners Clopton, Munson and Pon. The Commission continued the conference with the City Attorney on the matter with substantial likelihood of litigation to a closed session on Monday, November 20, 1995 at 1:00 p.m. in Room 304A Veterans Building. The Commission consulted with its Labor Negotiator on the labor relations matters.

1069-94-4 Appeal of background rejection for Police Officer (Class Q-2) by Derrick Pressley. (Item No. 5A)

October 2, 1995:	Over to the meeting of October 16, 1995 at the request of Mr. Pressley.
October 16, 1995:	Over to the meeting of November 6, 1995 at the request of Mr. Pressley's attorney. The Civil Service Commission stipulated that no additional continuances shall be granted.
Speakers:	Pro: Officer Deborah Braden, SFPD Sgt. Rick Parry, SFPD Con: James Collins
Action:	Deny appeal of Derrick Pressley. Sustain the decision of the Chief of Police.

0589-95-4 Appeal of background rejection for Police Officer (Class Q-2) by David Chan. (Item No. 5B)

Speakers: None

Action Deny appeal of David Chan. Sustain the decision of the Chief of Police. (Mr. Chan failed to appear).

0592-95-7 Lisa Davenport-Fidler, Gardener (Class 3417), Recreation and Park Department. (Item No. 6D)

September 18, 1995: Over to the meeting of October 2, 1995 at the joint request of the Recreation and Park Department and Ms. Davenport-Fidler.

October 2, 1995: Over to the meeting of November 6, 1995 at the request of Ms. Davenport-Fidler's attorney.

Speakers: None

Action: Over to the meeting of December 4, 1995 at the request of Ms. Davenport-Fidler's attorney.

0762-95-7 Determination of future employability: entrance probationary termination of Dianne Sforzo, Paramedic (Class 2532), Department of Public Health (Item No. 4G)

Speakers: None

Action : Over to the meeting of November 20, 1995 at the request of Ms. Sforzo.

0774-95-7 Terrence Moyles, Animal Keeper (Class 3320), Recreation and Park Department (Item No. 6E)

Speakers: None

Action: Over to the meeting of November 20, 1995 at the request of Teamsters Union Local 856.

0794-95-7 Christine Cartright, Eligibility Worker (Class 2903), Department of Social Services (Item No. 6C)

Speakers: None

Action: Over to the meeting of December 4, 1995 at the request of Department of Social Services.

0809-95-7 Appeal of the Human Resources Director's action on future employability - Jose Vazquez, Accountant (Class 1650), San Francisco Public Library (Provisional employee - less than six (6) months service) (Item No. 6A)

July 28, 1995: No future employment with the San Francisco Public Library (Human Resources Director's action).

October 2, 1995: Over to the meeting of October 16, 1995 at the request of Mr. Vazquez.

October 16, 1995: Over to the meeting of November 6, 1995 at the request of the San Francisco Public Library.

Speakers: None

Action: Over to the meeting of February 5, 1996 at the request of Local 21.

0815-95-8 Review of requests for approval of proposed personal services contracts (Item No. 4B)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4070-95/96	Assessor	188,641	Conduct an immediate valuation of complex downtown commercial properties	Regular	6/30/96

October 2, 1995: Over to the meeting of October 16, 1995 by Commission action. A representative of the Assessor's office is requested to be in attendance at the meeting of October 16, 1995.

October 16, 1995: Over to the meeting of November 6, 1995 at the request of Commissioner Kosturos.

Speakers: Pro: Doris Ward, Assessor
Con: None

Action: Adopt Human Resources Director's Report. Notify the offices of the Controller and the Purchaser.

0821-95-7 Determination of Future Employability following Dismissal - Monroe Quinn, Porter (Class 2736), Department of Public Health (Item No. 6F)

Speakers: Pro: Dolores Blanding, LHH
David Nolan, LHH
Con: Larry Estrada

Action: Cancel any current examination and eligibility status. Future employment subject to review and approval of the Human Resources Director after satisfactory completion of two (2) year's work experience outside the City and County Service. Must submit satisfactory evidence of completion of a substance abuse program.

0830-95-8 Review of requests for approval of proposed personal services contracts. (Item No. 4C)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4063-95/96	Public Works	200,000	Preparation of an environmental impact report.	Regular	12/31/96

October 16, 1995: Over to the meeting of November 6, 1995 by Commission action. The Civil Service Commission requested that the Department of Public Works provide additional information with regard to other City and County of San Francisco departments' ability to provide the necessary environmental impact reports.

Speakers: None

Action: Adopt Human Resources Director's Report. Notify the offices of the Controller and Purchaser.

0837-95-7 Appeal of promotive probationary termination by Robert English, Senior Management Assistant (Class 1844), San Francisco Public Library. (Item No. 4F)

Speakers: None

Action: Over to the meeting of December 4, 1995 at the request of the San Francisco Public Library.

0851-95-7 Appeal of the Human Resources Director's decision on future employability - Delfin Lim, Nursing Assistant (Class 2302), Department of Public Health (Item No. 6B)

October 4, 1995: Future employment subject to the review and approval of the Human Resources Director. Satisfactory completion of two (2) years of work experience outside the City and County Service will be required prior to reemployment. (Human Resources Director's action)

Speakers: Pro: Dolores Blanding, LHH
Con: Delfin Lim

Action: Sustain the decision of the Human Resources Director. Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director. Satisfactory completion of two (2) years of work experience outside the City and County Service will be required prior to reemployment.

0885-95-8 Review of requests for approval of proposed personal services contracts (Item No. 4A)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2021-95/96	Public Health	190,000	Provide fiscal intermediary services to the City including processing & payment of claims from SF Hospitals & physicians to reimburse for uncompensated costs incurred in providing medical care to indigent persons.	Continuing	3/31/97
2022-95/96	Public Health	120,852	Specialized chlamydia testing to determine the geographic distribution of c. trachomatis sexually transmitted OMP1 genotypes among 5 STD communities in the US.	Continuing	12/30/97
2023-95/96	Social Services	187,231	Provide emotional support and parenting instruction through in-home visits to families with substance abuse, mental illness, and children at risk problems.	Continuing	10/31/97
2024-95/96	Social Services	424,000	Will serve as the "employer of records" for the In-Home Supportive Services Program (IHSS), and establish a Central Registry to assist IHSS Clients.	Continuing	6/30/96
2025-95/96	Social Services	100,000	Plan and implement a family resource center for the families in the Western Addition.	Continuing	10/30/96
4071-95/96	Chief Administrative Officer	89,000	Will assist in coordinating trilingual targeted neighborhood outreach campaigns, manage seasonal outreach campaigns and research, write and coordinate production of trilingual outreach materials.	Regular	11/30/97
4072-95/96	Chief Administrative Officer	294,000	Contractor will screen candidates, refer them to the City, and pay stipends. Applicants will assist recycling, hazardous waste, and solid waste program managers with temporary projects.	Regular	12/31/96
4073-95/96	Public Works	1,500,000	Provide as-needed multi-discipline engineering services.	Regular	6/30/99
4074-95/96	Art Commission	70,000	Fabricate art work for the New Civil Center Court House.	Regular	7/30/97
4075-95/96	Public Works	130,000	Design a new automated system; design various databases and computer programs, deliver and install programs, hand-held computers and software.	Regular	10/1/96
4076-95/96	Art Commission	120,000	Develop construction documents for fabrication and installation for sculptural light reflectors for San Francisco International Airport.	Regular	12/31/96

0885-95-8 (Item 4A) (Cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4077-95/96	Mayor's Office of Community Development	207,000	Provide mediation and referral services.	Regular	8/31/97
4078-95/96	Mayor's Office of Community Development	175,272	Provide mediation and referral services.	Regular	8/31/97
4079-95/96	Public Works	600,000	Provide electrical engineering services including instrumentation and control work on as-needed basis.	Regular	12/31/98
4080-95/96	Public Works	200,000	Establish a Code Enforcement Outreach Program to educate tenants and landlords on the Department's code enforcement procedures, and their rights and responsibilities using meetings, phone call and follow-ups.	Regular	12/31/96
4081-95/96	Mayor's Criminal Justice Council	800,000	Implement a Neighborhood Crime Prevention Program with a collaborative of 12 community organizations, to work in 10 Police Districts.	Regular	9/30/96
4082-95/96	Public Library	57,540	Establish a structure for the ongoing literacy service delivery responding to the special characteristics and literacy needs of the Bayview-Hunter's Point Community.	Regular	9/30/96
386-94/95	Public Utilities Commission (Water)	650,000 (total 950,000)	Provide needs assessment, specialized training and documentation for water treatment operators.	Regular	4/30/97
396-94/95	Social Services	100,000 (total 140,000)	Provide short-term respite service to SFDSS referred relative care takers and foster parents of level I and II foster children.	Continuing	10/31/96

Speakers: Contract 4073-95/96
 Pro: Jim Horan, DPW
 Nelson Wong, DPW
 Con: Linda Jofuku, Local 21

Contract 4079-95/96
 Pro: Jim Horan, DPW
 Con: Linda Jofuku, Local 21

Action: Adopt Human Resources Director's Report. Notify the offices of the Controller and the Purchaser.

0886-95-5 Request of the Human Resources Director to credit for seniority purposes the prior service of 74 employees selected from expired eligible lists. (Item No. 4D)

Speakers: None

Action: Adopt Human Resources Director's report. Approve request to credit for seniority purposes the prior service of 74 employees selected from expired eligible lists whose names, classes, and departments are listed in the Human Resources Director's report. Notify all affected employees, departments, and relevant City and County agencies.

0890-95-5 Proposed reorganization, recodification, reformatting, and republication of the Civil Service Commission Rules. (Item No. 4E)

Speakers: None

Action:

1. Adopt staff report. Authorize the Executive Officer to reorganize, recodify, and reformat the Civil Service Commission Rules.
2. Forward proposed reorganized, recodified, and reformatted Civil Service Commission Rules to the Civil Service Commission Rules Revision Committee with the request that the revised Rules be reviewed and returned to the Civil Service Commission for action on January 8, 1996.
3. Authorize the Executive Officer to make the revised Civil Service Commission Rules available as both a printed document and on computer diskette.

0891-95-4 Appeal of the Human Resources Director's decision to reject the applications of Amy Differding, Ana Linder, Arlene Miles, Avelina Pacuan, Lujuan Thompson, and Erik Zea for the examination for Class 3618 Library Technical Assistant II. (Item No. 5C)

Speakers: Pro: Karen Taylor, DHR
Con: Kathy Murray
Avelina Pacuan
Erik Zea
Ana Linder

Action:

1. Appeal of Ana Linder off calendar; appeal withdrawn.
2. Adopt Human Resources Director's report. Sustain the decision of the Human Resources Director. Deny the appeal of Arlene Miles (failed to appear).
3. Adopt Human Resources Director's report. Sustain the decision of the Human Resources Director to disallow the retroactive crediting of alleged out-of-class work experience. Deny appeals of Avelina Pacuan and Erik Zea
4. Appeals of Amy Differding and Lujuan Thompson over to the meeting of November 20, 1995. Refer to the Executive Officer for review and recommendation.

COMMISSIONERS'S NEW BUSINESS (Item No. 7A)

None

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 7B)

Speakers: Anne Godfrey, DHR

Action: Two written reports distributed

EXECUTIVE OFFICER'S REPORT (Item No. 7C)

Proposed Fiscal Year 1996-97 Civil Service Commission Budget Request
Preparation Calendar.

Action: Off calendar pending receipt of official budget schedule.

REQUESTS TO SPEAK

Speakers: Jesus Gumban

ADJOURNMENT

5:05 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

DOCUMENTS DEPT.

NOV 15 1995

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PUBLIC LIBRARY

A G E N D A

Regular Meeting of November 20, 1995

2:00 p.m.

Room 428,
Veterans Building, 401 Van Ness Avenue

Order of Business

Part I - 2:00 p.m.

1. CALL TO ORDER AND COMMISSION ROLL CALL
2. MINUTES
3. ANNOUNCEMENTS
4. CONSENT AGENDA
5. REGULAR BUSINESS

Part II - 3:00 p.m.

6. EMPLOYEE SEPARATIONS
7. COMMISSIONERS' NEW BUSINESS AND REPORTS
8. REQUESTS TO SPEAK
9. ADJOURNMENT

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

Notice of Commission Hearing Policies and Procedures**A. Commission Office**

The Civil Service Commission office is located in Room 304, 401 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 554-4747 and the fax number is (415) 554-4714. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy requiring written reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission Office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline will not be calendared.

C. Policy on written submissions by appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2" X 11" paper, three-hole punched on left margin and page numbered in the bottom margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and procedure for postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing prior to the meeting. Before acting, the Executive Officer may refer certain requests to another city official for recommendation. Telephone requests must be confirmed in writing. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on hearing items out of order and on private hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separation Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

F. Policy on tape recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

G. Requests to speak before the Civil Service Commission

Persons requesting to address the Commission on matters not on the agenda but within the jurisdiction of the Commission may complete a "REQUEST TO ADDRESS THE COMMISSION" form and submit it to the Commission Executive Officer before the meeting. Requests may be submitted by telephone by calling the Commission office before 12 Noon on the meeting day. Requests will be numbered in the order of receipt. This number will determine the order that speakers will be heard; *OR* a person may also appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission without completing a Request form. These speakers will be heard following the speakers with a Request form. In either case, speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker is three (3) minutes. Total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on disability access

The Civil Service Commission normally meets in Room 428 Veterans Building, 401 Van Ness Avenue. However, meetings not held in this room are conducted in the Civic Center Area.



The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 1/2 blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.



The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission Office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public.

Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 401 Van Ness Avenue, Room 402.

**City and County of San Francisco
Civil Service Commission**

**Agenda for Regular Meeting
November 20, 1995**

PART I - 2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND COMMISSION ROLL CALL

(2) MINUTES

Regular Meeting of October 16, 1995

(3) ANNOUNCEMENTS

A. Announcement of changes to agenda

B. Executive Session, November 20, 1995

C. Other announcements

(4) CONSENT AGENDA (ITEMS 4A THROUGH 4B)

All matters listed on the Consent Agenda are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Agenda and considered as a separate item.

**(4A) Review of requests for approval of proposed personal services contracts
(File No. 0914-95-8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2026-95/96	Sheriff's Office	72,877	Collects and evaluates data on efficacy of the Sister Project.	Continuing	9/30/96
4083-95/96	Chief Administrative Officer	400,000	Prepare schematic design and urban design treatment for the Mid-Embarcadero Roadway and Open Space Projects.	Regular	6/30/97
4084-95/96	Public Health	375,000	Provide training, consultation and technical assistance to local public health jurisdictions throughout California on tuberculosis in partnership with the California Department of Health Services Tuberculosis Control Branch.	Regular	12/31/96

0914-95-8 (Item 4A) (Cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4085-95/96	Purchaser	620,000	Repair body damage to City cars, trucks and vans; paint City vehicles.	Regular	9/30/97
4086-95/96	Sheriff's Office	81,000	Interview and establish release plan for misdemeanors who do not qualify under Sheriff's Protocol.	Regular	6/30/96
940-93/94	Public Transportation	3,265,492 (total 3,840,492)	Extension of Professional Engineering services to support the San Francisco Municipal Railway in the procurement of new light rail vehicles.	Regular	5/30/97

Recommendation: Adopt Human Resources Director's Report; notify the offices of the Controller and the Purchaser.

- (4B) Fiscal Year 1995-96 Survey of monthly salary rates paid to Police Officers and Firefighters in all cities with a population of 350,000 or more in the State of California (Charter Sections 8.405 and 8.590-6) (File No. 0916-95-3) (This matter affects retired members of the uniformed ranks of the San Francisco Police Department and San Francisco Fire Department. It does not affect incumbent police officers and fire fighters).**

Recommendation: Adopt report; certify rates to the Board of Supervisors and the Retirement System in accordance with Charter Sections 8.405 and 8.590-6.

(5) REGULAR BUSINESS (ITEMS 5A THROUGH 5B)

- (5A) Appeal of the Human Resources Director's decision to reject the applications of Amy Differding, Ana Linder, Arlene Miles, Avelina Pacuan, Lujuan Thompson, and Erik Zea for the examination for Class 3618 Library Technical Assistant II. (File No. 0891-95-4)**

- November 6, 1995:
1. Appeal of Ana Linder off calendar; appeal withdrawn.
 2. Adopt Human Resources Director's report. Sustain the decision of the Human Resources Director. Deny the appeal of Arlene Miles (failed to appear).
 3. Adopt Human Resources Director's report. Sustain the decision of the Human Resources Director to disallow the retroactive crediting of alleged out-of-class work experience. Deny appeals of Avelina Pacuan and Erik Zea
 4. Appeals of Amy Differding and Lujuan Thompson over to the meeting of November 20, 1995. Refer to the Executive Officer for review and recommendation.

Recommendation: Adopt the Executive Officer's report.

1. Deny appeals of Amy Differding and Lujuan Thompson. Sustain the decision of the Human Resources Director;
2. Direct the San Francisco Public Library and the Department of Human Resources to reassign Ms. Differding and Ms. Thompson as soon as possible from their present positions in Class 3618 Library Technical Assistant II to positions in another class more congruent with their actual day-to-day duties and responsibilities;
3. Request the Human Resources Director to include the positions occupied by Ms. Differding and Ms. Thompson in the current Library-wide classification study and to take such other administrative action as is detailed in the Executive Officer's Report.

(5B) Appeal of background rejection for Police Officer (Class Q-2) by Marie-Pierre Bixio (File No. 0385-95-4)

Recommendation: Deny appeal of Marie-Pierre Bixio. Sustain the decision of the Chief of Police.

Part II - 3:00 p.m.

(6) EMPLOYEE SEPARATIONS (ITEMS 6A THROUGH 6D)

As soon after 3:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT
(Future Employability Only)

(6A) Determination of future employability: entrance probationary termination of Dianne Sforzo, Paramedic (Class 2532), Department of Public Health, San Francisco General Hospital (File No. 0762-95-7)

Recommendation : Over to the meeting of November 20, 1995 at the request of Ms. Sforzo.

Recommendation of the Department of Public Health:

Future employment is subject to the review and approval of the Human Resources Director after satisfactory completion of nine (9) months of service in another Emergency Medical Service (EMS) system as a Paramedic or related occupation.

DISMISSAL OF PERMANENT EMPLOYEE
(Future Employability Only)

(6B) Rochelle Billing, Custodian (Class 2708) Recreation and Park Department (File No. 0391-95-7)

July 17, 1995: Over to the meeting of August 7, 1995 at the request of Ms. Billing's Attorney

August 7, 1995: Over to the meeting of August 21, 1995 at the request of the Recreation and Park Department.

August 21, 1995: Over to the meeting of October 2, 1995 at the request of Ms. Billing's attorney.

October 2, 1995: Over to the meeting of November 20, 1995 at the request of Ms. Billing's attorney.

Recommendation of the Recreation and Park Department:

Dismiss from the City and County service.

DISMISSAL OF PERMANENT EMPLOYEE
(Future Employability Only)

(6C) Terrence Moyles, Animal Keeper (Class 3320), Recreation and Park Department (File No. 0774-95-7)

November 6, 1995: Over to the meeting of November 20, 1995 at the request of Teamsters Union Local 856.

Recommendation of the Recreation and Park Department:

Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the Recreation and Park Department.

DISMISSAL OF PERMANENT EMPLOYEE
(Future Employability Only)

(6D) Peter Botai, Stationary Engineer (Class 7334), Airports Commission (0915-95-7)

Recommendation of the Airports Commission:

Cancel any current examination and eligibility status. No future employment with the City and County of San Francisco.

(7) COMMISSIONERS' NEW BUSINESS AND REPORTS

(7A) COMMISSIONERS' NEW BUSINESS

(7B) HUMAN RESOURCES DIRECTOR'S REPORT

(7B.1.) Report on extension of eligible lists October 1, 1995 through October 31, 1995.

Recommendation: Report received; file.

(7B.2.) Progress report on class consolidation project

Recommendation: Report received; file.

(7B.3.) Monthly report on provisional appointments in the City work force

Recommendation: Report received; file.

(8) REQUESTS TO SPEAK

(9) ADJOURNMENT





CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MINUTES

Regular Meeting
November 20, 1995

DOCUMENTS DEPT.

2:00 p.m.
Veterans Building
401 Van Ness, Room 428

NOV 28 1995

SAN FRANCISCO
PUBLIC LIBRARY

KAREN CLOPTON
PRESIDENT

TIME CONVENED

2:10 p.m.

ROLL CALL

Present: Commissioner Clopton
Commissioner Kosturos
Commissioner Pon
Excused: Commissioner Munson
Commissioner Rios

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DOCUMENTS SECTION
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ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

MINUTES

Regular Meeting of October 16, 1995

Action: Approve

ALBERT C. WALKER
EXECUTIVE OFFICER

ANNOUNCEMENTS

Executive Session, November 20, 1995:

The Civil Service Commission held a Special Meeting in closed session on Monday, November 20, 1995 at 1:15 p.m. to consult with the Commission's Labor Negotiator under the authority of California Government Code Section 54957.6 and to confer with the City Attorney on a matter with substantial likelihood of litigation under the authority of California Government Code Section 54958.9. Present were Commissioners Clopton, Kosturos and Pon. The Commission consulted and instructed the labor negotiator on the labor relations issues and conferred with the City Attorney on the matter with substantial likelihood of litigation.

Announcement of changes to the Commission Meeting Schedule:

Due to the Winter holidays of late December, the Civil Service Commission meeting of December 18 has been canceled.

Due to the legal holidays in January 1996, New Year's Day on Monday, January 1, 1996, and Martin Luther King Jr. holiday on Monday, January 15, 1996 which conflict with regular Civil Service Commission meetings, both regular Civil Service Commission meetings in January are canceled. The Civil Service Commission will instead hold a Special Meeting on Monday, January 8, 1996 at 2:00 p.m. in Room 428 Veterans Building.

Due to President's Day holiday on Monday, February 19, 1996 which conflicts with a regular Civil Service Commission meeting date, the regular meeting of February 19, 1996 is canceled. The Civil Service Commission will meet once in February 1996 on Monday, February 5, 1996 at 2:00 p.m. in Room 428 Veterans Building.

FILE NO.**0385-95-4 Appeal of background rejection for Police Officer (Class Q-2) by Marie-Pierre Bixio (Item No. 5B)**

Speakers: Pro: Officer Alvin Wong, San Francisco Police Dept.
Con: None

Action: Deny appeal of Marie-Pierre Bixio. Sustain the decision of the Chief of Police.

0391-95-7 Determination of future employability: dismissal of permanent employee, Rochelle Billing, Custodian (Class 2708) Recreation and Park Department (Item No. 6B)

July 17, 1995: Over to the meeting of August 7, 1995 at the request of Ms. Billing's Attorney.

August 7, 1995: Over to the meeting of August 21, 1995 at the request of the Recreation and Park Department.

August 21, 1995: Over to the meeting of October 2, 1995 at the request of Ms. Billing's attorney.

October 2, 1995: Over to the meeting of November 20, 1995 at the request of Ms. Billing's attorney.

Speakers: None

Action: Off calendar. Appeal withdrawn.

0762-95-7 Determination of future employability: entrance probationary termination of Dianne Sforzo, Paramedic (Class 2532), Department of Public Health, San Francisco General Hospital (Item No. 6A)

November 6, 1995: Over to the meeting of November 20, 1995 at the request of Ms. Sforzo.

Speakers: None

Action: Over to the meeting of December 4, 1995 at the request of Local 790.

0774-95-7 Determination of future employability: dismissal of permanent employee, Terrence Moyles, Animal Keeper (Class 3320), Recreation and Park Department (File No. 6C)

November 6, 1995: Over to the meeting of November 20, 1995 at the request of Teamsters Union Local 856.

Speakers: None

Action: Over to the meeting of December 4, 1995, at the request of the Executive Officer.

0891-95-4 Appeal of the Human Resources Director's decision to reject the applications of Amy Differding, Ana Linder, Arlene Miles, Avelina Pacuan, Lujuan Thompson, and Erik Zea for the examination for Class 3618 Library Technical Assistant II. (Item No. 5A)

- Nov. 6, 1995:
1. Appeal of Ana Linder off calendar; appeal withdrawn.
 2. Adopt Human Resources Director's report. Sustain the decision of the Human Resources Director. Deny the appeal of Arlene Miles (failed to appear).
 3. Adopt Human Resources Director's report. Sustain the decision of the Human Resources Director to disallow the retroactive crediting of alleged out-of-class work experience. Deny appeals of Avelina Pacuan and Erik Zea
 4. Appeals of Amy Differding and Lujuan Thompson over to the meeting of November 20, 1995. Refer to the Executive Officer for review and recommendation.

Speakers: None

Action: Adopt the Executive Officer's report.

1. Deny appeals of Amy Differding and Lujuan Thompson. Sustain the decision of the Human Resources Director;
2. Direct the San Francisco Public Library and the Department of Human Resources to reassign Ms. Differding and Ms. Thompson as soon as possible from their present positions in Class 3618 Library Technical Assistant II to positions in another class more congruent with their actual day-to-day duties and responsibilities;
3. Request the Human Resources Director to include the positions occupied by Ms. Differding and Ms. Thompson in the current Library-wide classification study and to take such other administrative action as is detailed in the Executive Officer's Report.

0914-95-8 Review of requests for approval of proposed personal services contracts (Item No. 4)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2026-95/96	Sheriff's Office	72,877	Collects and evaluates data on efficacy of the Sister Project.	Continuing	9/30/96
4083-95/96	Chief Administrative Officer	400,000	Prepare schematic design and urban design treatment for the Mid-Embarcadero Roadway and Open Space Projects.	Regular	6/30/97
4084-95/96	Public Health	375,000	Provide training, consultation and technical assistance to local public health jurisdictions throughout California on tuberculosis in partnership with the California Department of Health Services Tuberculosis Control Branch.	Regular	12/31/96
4085-95/96	Purchaser	620,000	Repair body damage to City cars, trucks and vans; paint City vehicles.	Regular	9/30/97
4086-95/96	Sheriff's Office	81,000	Interview and establish release plan for misdemeanors who do not qualify under Sheriff's Protocol.	Regular	6/30/96
940-93/94	Public Transportation	3,265,492 (total 3,840,492)	Extension of Professional Engineering services to support the San Francisco Municipal Railway in the procurement of new light rail vehicles.	Regular	5/30/97

Speakers: Contract 4085-95/96
Pro: Dave Calli, Purchasing Department
Con: None

Action: Adopt Human Resources Director's Report; notify the offices of the Controller and the Purchaser.

0915-95-7 Determination of future employability: dismissal of permanent employee, Peter Botai, Stationary Engineer (Class 7334), Airports Commission (Item No. 6D)

Speakers: Pro: Jim Innicki, Airport
Con: Peter Botai

Action: Cancel any current examination and eligibility status. No future employment with the City and County of San Francisco.

0916-95-3 Fiscal Year 1995-96 Survey of monthly salary rates paid to Police Officers and Firefighters in all cities with a population of 350,000 or more in the State of California (Charter Sections 8.405 and 8.590-6) (Item No. 4B). (This matter affects retired members of the uniformed ranks of the San Francisco Police Department and San Francisco Fire Department. It does not affect incumbent police officers and fire fighters).

Speakers: None

Action: Adopt report; certify rates to the Board of Supervisors and the Retirement System in accordance with Charter Sections 8.405 and 8.590-6.

COMMISSIONERS' NEW BUSINESS (Item No. 7A)

None

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 7B)

Report on extension of eligible lists October 1, 1995 through October 31, 1995. (Item 7B.1)

Action: Report received; file.

Progress report on class consolidation project (Item No. 7B.2)

Action: Report received; file.

Monthly report on provisional appointments in the City work force (Item 7B.3)

Action: Report received; file.

REQUESTS TO SPEAK

None

ADJOURNMENT

3:30 p.m.

In memory of Clodus Orell Allen, a Personnel Analyst in the Department of Human Resources, who died Monday, November 20, 1995. The Civil Service Commission extends condolences to his family and friends.





CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

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A G E N D A

Regular Meeting
of
December 4, 1995

DOCUMENTS DEPT.

NOV 28 1995

SAN FRANCISCO
PUBLIC LIBRARY

2:00 p.m.

Room 428,
Veterans Building, 401 Van Ness Avenue

Order of Business

Part I - 2:00 p.m.

1. CALL TO ORDER AND COMMISSION ROLL CALL
2. MINUTES
3. ANNOUNCEMENTS
4. CONSENT AGENDA

Part II - 2:30 p.m.

5. EMPLOYEE SEPARATIONS
6. COMMISSIONERS' NEW BUSINESS AND REPORTS
7. REQUESTS TO SPEAK
8. ADJOURNMENT

KAREN CLOPTON
PRESIDENT

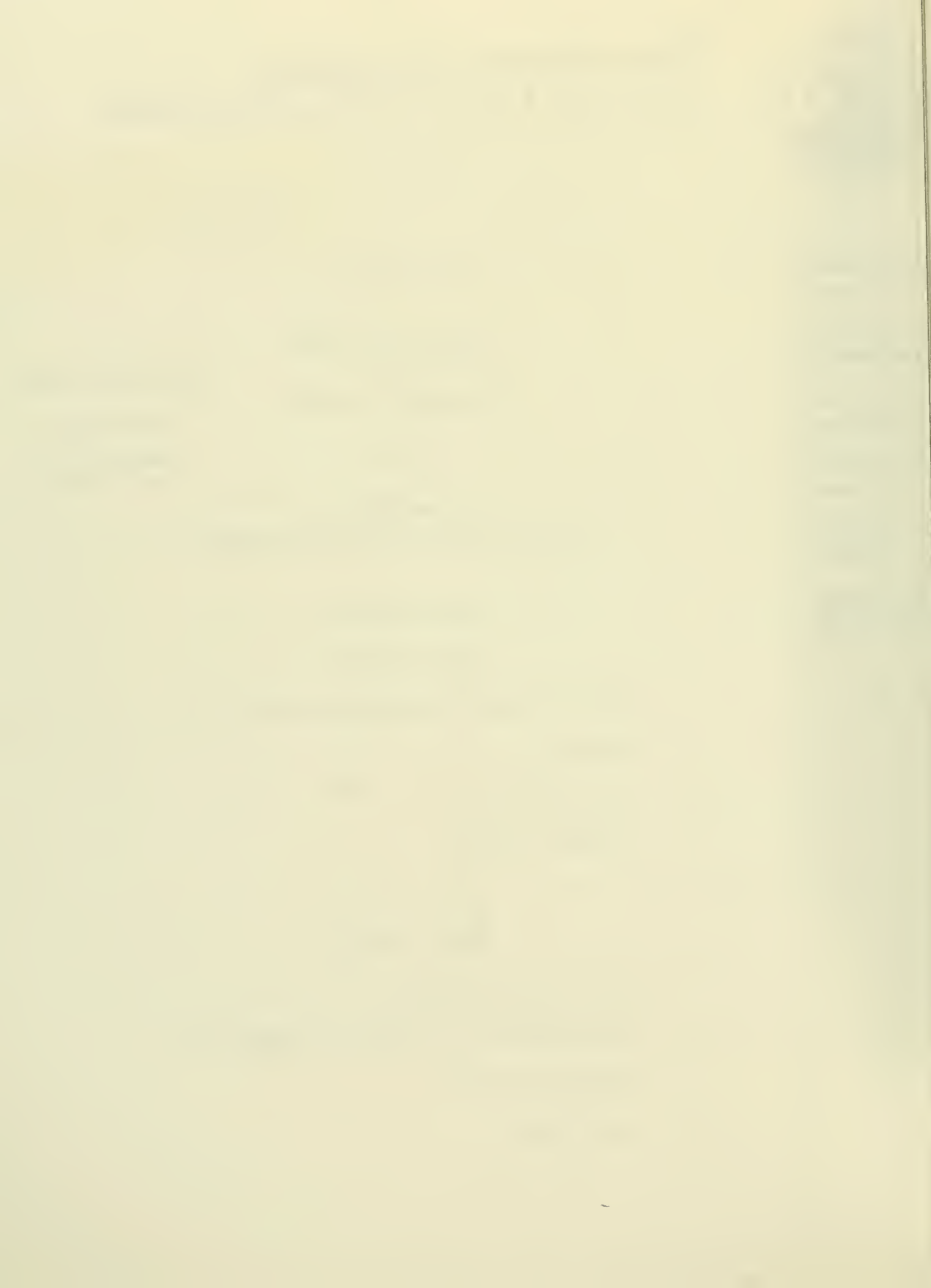
ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER



Notice of Commission Hearing Policies and Procedures**A. Commission Office**

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B. Policy requiring written reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission Office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline will not be calendared.

C. Policy on written submissions by appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2" X 11" paper, three-hole punched on left margin and page numbered in the bottom margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and procedure for postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing prior to the meeting. Before acting, the Executive Officer may refer certain requests to another city official for recommendation. Telephone requests must be confirmed in writing. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on hearing items out of order and on private hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separation Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

F. Policy on tape recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

G. Requests to speak before the Civil Service Commission

Persons requesting to address the Commission on matters not on the agenda but within the jurisdiction of the Commission may complete a "REQUEST TO ADDRESS THE COMMISSION" form and submit it to the Commission Executive Officer before the meeting. Requests may be submitted by telephone by calling the Commission office before 12 Noon on the meeting day. Requests will be numbered in the order of receipt. This number will determine the order that speakers will be heard; *OR* a person may also appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission without completing a Request form. These speakers will be heard following the speakers with a Request form. In either case, speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker is three (3) minutes. Total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on disability access

The Civil Service Commission normally meets in Room 428 Veterans Building, 401 Van Ness Avenue. However, meetings not held in this room are conducted in the Civic Center Area.



The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 1/2 blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.



The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission Office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public.

Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 401 Van Ness Avenue, Room 402.

**City and County of San Francisco
Civil Service Commission**

**Agenda for Regular Meeting
December 4, 1995**

PART I - 2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND COMMISSION ROLL CALL

(2) MINUTES

Regular Meeting of November 20, 1995

(3) ANNOUNCEMENTS

A. Announcement of changes to agenda

B. Executive Session, December 4, 1995

C. Other announcements

(4) CONSENT AGENDA (ITEMS 4A THROUGH 4G)

All matters listed on the Consent Agenda are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Agenda and considered as a separate item.

**(4A) Review of requests for approval of proposed personal services contracts
(File No. 0956-95-8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2027-95/96	Fire Department	322,000	Will conduct a job analysis and develop valid selection procedures for class H-2 Firefighter examination.	Continuing	12/1/99
2028-95/96	Mayor's Office of Children, Youth & Family	150,000	Conduct a comprehensive process and short-term outcomes evaluation of the Children's Fund.	Continuing	6/30/97
2029-95/96	Mayor's Office of Children, Youth & Family	380,000	Administer child care subsidy payment.	Continuing	11/30/96

0956-95-8 (Item 4A) (Cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2030-95/96	Mayor's Office of Children, Youth & Family	43,000	Teach children about fire safety and awareness.	Continuing	8/31/96
2031-95/96	Public Transportation	75,000	Provide assessment and referral services to non-platform safety-sensitive employees who voluntarily seek treatment, manage supplemental treatment funds.	Continuing	6/30/96
2032-95/96	Police Commission	303,980	Oversee the development of a job analysis for Q-2 Police Officer examination.	Continuing	6/30/97
4087-95/96	Airports Commission	70,000	Perform independent "ad hoc" audit services relating to construction projects in the Airport Master Plan Program.	Regular	12/15/96
4088-95/96	Police Commission	52,695	Will provide after-school summer tutorial and recreation activities for 30-35 4th and 5th graders.	Regular	8/30/96
011A-94/95	Controller	150,000 (total 230,000)	Provide systems software support services in the following areas: ESA migration, Operating System software upgrade and maintenance, and Automated Operations project, the 911 and other law enforcement system enhancements; FAMIS/BREP.	Annual	6/30/96

Recommendation: Adopt Human Resources Director's Report; notify the offices of the Controller and the Purchaser.

- (4B) Fiscal Years 1992-93 and 1993-94 Surveys of monthly salary rates paid to Police Officers and Firefighters in all cities with a population of 350,000 or more in the State of California (Charter Sections 8.405 and 8.590-6) (File No. 0957-95-3) (This matter affects retired members of the uniformed ranks of the San Francisco Police Department and San Francisco Fire Department. It does not affect incumbent police officers and fire fighters).**

Recommendation: Adopt report; certify rates to the Board of Supervisors and the Retirement System in accordance with Charter Sections 8.405 and 8.590-6.

- (4C) Proposed Civil Service Commission Meeting Schedule for Calendar Year 1996 (File No. 0954-95-1)**

Recommendation: Adopt

(4D) Status Rights for H. Edward Shiels in Class 2620 Food Service Manager, Department of Public Health, Laguna Honda Hospital

Recommendation: Adopt report. Grant permanent status to H. Edward Shiels in Class 2620 Food Service Manager, Department of Public Health, Laguna Honda Hospital, subject to serving a six-month probationary period.

(4E) Determination of future employability: Lisa Davenport-Fidler, Gardener (Class 3417), Recreation and Park Department. (File No. 0592-95-7)

September 18, 1995: Over to the meeting of October 2, 1995 at the joint request of the Recreation and Park Department and Ms. Davenport-Fidler.

October 2, 1995: Over to the meeting of November 6, 1995 at the request of Ms. Davenport-Fidler's attorney.

November 6, 1995: Over to the meeting of December 4, 1995 at the request of Ms. Davenport-Fidler's attorney.

Recommendation: Off calendar. Request for hearing withdrawn.

(4F) Proposed amendment to the Civil Service Commission Rules by deleting the following Civil Service Commission Rules (File No. 181-94-5):

Rule 23 - Apprenticeship Program

Rule 27 - Temporary Exchanges for Training Purposes

Rule 30 - Personnel Service Records

April 3, 1995: Rule 9B - Promotional Examination for Employees on Military Leave
Rule 18 - Employee Relations - Grievance Procedure
Rule 23 - Standing and Special Committees
Rule 24 - Apprenticeship Program
Rule 27 - Temporary Exchanges for Training Purposes
Rule 28 - Employee Training Reimbursement Program
Rule 30 - Personnel Service Records
Rule 31 - Overtime
Appendix I,
Rule 9D- Promotional Examination for Employees on Military Leave

Post for action at the meeting of June 5, 1995 with deletions effective July 1, 1995; refer to the Department of Human Resources Employee Relations Division for determination and completion of meet and confer or consultation obligations.

April 6, 1995: Referred to the Employee Relations Division

May 15, 1995: Status report requested

June 5, 1995: A representative from the Employee Relations Division was requested to be in attendance to apprise the Commission of the status of these proposed Rule changes.

June 5, 1995: The employee Relations Director was requested to process these Rules amendments as soon as possible.

Recommendation: Delete Rule 23 - Apprenticeship Program; Rule 27 - Temporary Exchanges for Training Purposes; and Rule 30 - Personnel Service Record effective on December 31, 1995.

(4G) Proposed Charter amendments affecting members of the Board of Supervisors (File No. 0963-95-1):

Charter amendment (draft) amending Sections 2.100, 2.116, 13.101, 13.102 and 14.103 and adding Section 13.110 to provide for district election of supervisors. B/S File No. 275-95-1.

Charter amendment (draft) amending Sections 2.100, 2.116, 13.101 and 14.103 and adding Section 13.110 to provide for election of 15 supervisors from 5 three-member districts, using preference voting. B/S File No. 276-95-1.

Charter amendment (draft) amending Sections 2.100 and 2.116 and adding Section 13.110 to provide for the at-large election of supervisors, using preference voting. B/S File No. 277-95-1.

Charter amendment (draft) amending Sections 2.100 and 2.116 and adding Section 13.110 to provide for the at-large election of supervisors, using cumulative voting. B/S File No. 278-95-1.

Charter amendment (draft amending Section 2.100 to establish the salary of members of the board of supervisors and to prohibit outside income. B/S File No. 279-95-1.

Charter amendment (draft) amending Sections 2.103, 2.116 and 13.101 to provide for the election of members of the board of supervisors in odd-numbered years. B/S File No. 280-95-1.

- Recommendation:
1. Notify the Board of Supervisors that except for the Charter amendment to Section 2.100 (B/S File No. 279-95-1), the proposed Charter amendments do not affect matters within the purview of the Civil Service Commission.
 2. Notify the Board of Supervisors that the proposed Charter amendment to Section 2.100 (B/S File No. 279-95-1) providing a formula for Supervisors' salaries would require that the Civil Service Commission certify the rate of compensation pursuant to Charter Section 8.409-3.

Part II - 2:30 p.m.

(S) EMPLOYEE SEPARATIONS (ITEMS 5A THROUGH 5D)

As soon after 2:30 p.m. as practical, a roll call will be held of the names of persons appearing on the Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT
(Appeal of Termination)

- (5A) Appeal of Termination: promotive probationary termination of Robert English, Senior Management Assistant (Class 1844), Public Library (File No. 0837-95-7)**

November 6, 1995: Over to the meeting of December 4, 1995 at the request of the San Francisco Public Library

Recommendation of the San Francisco Public Library:

No future employment with the San Francisco Public Library.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT
(Future Employability Only)

- (5B) Determination of future employability: entrance probationary termination of Christine Cartright, Eligibility Worker (Class 2903), Department of Social Services (File No. 0794-95-7)**

November 6, 1995: Over to the meeting of December 4, 1995 at the request of Department of Social Services.

Recommendation of the Department of Social Services:

Dismiss from City and County Service. Cancel any current examination and eligibility status. No future employment with the Department of Social Services.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT
(Future Employability Only)

- (5C) **Determination of future employability: entrance probationary termination of Dianne Sforzo, Paramedic (Class 2532), Department of Public Health, San Francisco General Hospital (File No. 0762-95-7)**

November 6, 1995 : Over to the meeting of November 20, 1995 at the request of Ms. Sforzo.

November 20, 1995: Over to the meeting of December 4, 1995 at the request of Local 790.

Recommendation of the Department of Public Health:

Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of nine (9) months of service in another Emergency Medical Service (EMS) system as a Paramedic or related occupation.

DISMISSAL OF PERMANENT EMPLOYEE
(Future Employability Only)

- (5D) **Determination of future employability: Terrence Moyles, Animal Keeper (Class 3320), Recreation and Park Department (File No. 0774-95-7)**

November 6, 1995: Over to the meeting of November 20, 1995 at the request of Teamsters Union Local 856.

November 20, 1995 : Over to the meeting of December 4, 1995 at the request of the Executive Officer.

Recommendation of the Recreation and Park Department:

Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the Recreation and Park Department.

(6) COMMISSIONERS' NEW BUSINESS AND REPORTS

(6A) COMMISSIONERS' NEW BUSINESS

(6B) HUMAN RESOURCES DIRECTOR'S REPORT

(7) REQUESTS TO SPEAK

(8) ADJOURNMENT



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MINUTES

Regular Meeting
December 4, 1995

2:00 p.m.
Veterans Building
401 Van Ness Avenue, Room 428

DOCUMENTS DEPT.

DEC 0 8 1995

SAN FRANCISCO
PUBLIC LIBRARY

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

TIME CONVENED

2:20 p.m.

ROLL CALL

Present: Commissioner Clopton
Commissioner Kosturos
Commissioner Munson
Commissioner Pon
Commissioner Rios

Commissioner Clopton presided.

MINUTES

Regular Meeting of November 20, 1995

Action: Approve

ANNOUNCEMENTS

Executive Session, December 4, 1995:

The Civil Service Commission held a Special Meeting in Executive Session (closed session) on Monday, December 4, 1995 at 1:00 p.m. in Room 304A Veterans Building, to consult with the Commission's Labor Negotiator under the authority of California Government Code Section 54957.6 and to confer with the City Attorney on a personnel matter under the authority of California Government Code Section 54957. Present were Commissioners Rios, Munson, and Kosturos. In the absence of the officers, Commissioner Rios was elected Chair pro tem. The Commission consulted with and instructed its labor negotiator on the labor issue and conferred with the City Attorney on the personnel matter.

Due to the Winter holidays of late December, the Civil Service Commission meeting of December 18 has been canceled.

Due to the legal holidays in January 1996, New Year's Day on Monday, January 1, 1996, and Martin Luther King, Jr. holiday on Monday, January 15, 1996 which conflict with regular Civil Service Commission meetings, both regular Civil Service Commission meetings in January are canceled. The Civil Service Commission will instead hold a Special Meeting on Monday, January 8, 1996 at 2:00 p.m. in Room 428 Veterans Building.

Due to President's Day holiday on Monday, February 19, 1996 which conflicts with a regular Civil Service Commission meeting date, the regular meeting of February 19, 1996 is canceled. The Civil Service Commission will meet once in February 1996 on Monday, February 5, 1996 at 2:00 p.m. in Room 428 Veterans Building.

If necessary, the Civil Service Commission will hold additional Special Meetings in December, January, or February to address any emergency issues which may arise.

0181-94-5 Proposed amendment to the Civil Service Commission Rules by deleting the following Civil Service Commission Rules (Item No. 4F)

Rule 23 - Standing and Special Committees

Rule 27 - Temporary Exchanges for Training Purposes

Rule 30 - Personnel Service Records

April 3, 1995: Rule 9B - Promotional Examination for Employees on Military Leave

Rule 18 - Employee Relations - Grievance Procedure

Rule 23 - Standing and Special Committees

Rule 24 - Apprenticeship Program

Rule 27 - Temporary Exchanges for Training Purposes

Rule 28 - Employee Training Reimbursement Program

Rule 30 - Personnel Service Records

Rule 31 - Overtime

Appendix I,

Rule 9D- Promotional Examination for Employees on Military Leave

Post for action at the meeting of June 5, 1995 with deletions effective July 1, 1995; refer to the Department of Human Resources Employee Relations Division for determination and completion of meet and confer or consultation obligations.

April 6, 1995: Referred to the Employee Relations Division

May 15, 1995: Status report requested

June 5, 1995: A representative from the Employee Relations Division was requested to be in attendance to apprise the Commission of the status of these proposed Rule changes.

June 5, 1995: The Employee Relations Director was requested to process these Rules amendments as soon as possible.

Speakers: None

Action: Off calendar.

0592-95-7 Determination of future employability: Lisa Davenport-Fidler, Gardener (Class 3417), Recreation and Park Department. (Item No. 4E)

September 18, 1995: Over to the meeting of October 2, 1995 at the joint request of the Recreation and Park Department and Ms. Davenport-Fidler.

October 2, 1995: Over to the meeting of November 6, 1995 at the request of Ms. Davenport-Fidler's attorney.

November 6, 1995: Over to the meeting of December 4, 1995 at the request of Ms. Davenport-Fidler's attorney.

Speakers: None

Action: Off calendar. Request for hearing withdrawn.

0762-95-7 Determination of future employability: entrance probationary termination of Dianne Sforzo, Paramedic (Class 2532), Department of Public Health, San Francisco General Hospital (Item No. 5C)

November 6, 1995 : Over to the meeting of November 20, 1995 at the request of Ms. Sforzo.

November 20, 1995: Over to the meeting of December 4, 1995 at the request of Local 790.

Speakers: None

Action: Over to the meeting of January 8, 1996 at the request of Local 790. The Commission stipulated that this was the final continuance.

0774-95-7 Determination of future employability: Dismissal of Terrence Moyles, Animal Keeper (Class 3320), Recreation and Park Department (Item No. 5D)

November 6, 1995: Over to the meeting of November 20, 1995 at the request of Teamsters Union Local 856.

November 20, 1995 : Over to the meeting of December 4, 1995 at the request of the Executive Officer.

Speakers: Pro: Marsha Ramirez
Con: Dick Delaney

Action: Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the Recreation and Park Department.

0794-95-7 Determination of future employability: entrance probationary termination of Christine Cartright, Eligibility Worker (Class 2903), Department of Social Services (Item No. 5B)

November 6, 1995: Over to the meeting of December 4, 1995 at the request of Department of Social Services.

Speakers: Pro: Valerie Le Beaux, DSS
Con: Christine Cartright

Action: Dismiss from City and County Service. Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the Department of Social Services.

0837-95-7 Appeal of Termination: promotive probationary termination of Robert English, Senior Management Assistant (Class 1844), Public Library (Item No. 5A)

November 6, 1995: Over to the meeting of December 4, 1995 at the request of the San Francisco Public Library.

Speakers: Pro: Kathy Murray, SFPL
Ed McBride
Con: Tod Cochran, Local 790
Robert English

Action: Grant appeal. Disapprove termination. Reinstate to a position in Class 1844 Senior Management Assistant, San Francisco Public Library, without back pay. (Vote 4 to 1: Commissioner Munson dissenting).

0954-95-1 Proposed Civil Service Commission Meeting Schedule for Calendar Year 1996 (Item No. 4C)

Speakers: None

Action: Adopt

0955-95-5 Status Rights for H. Edward Shields in Class 2620 Food Service Manager, Department of Public Health, Laguna Honda Hospital (Item No. 4D)

Speakers: None

Action: Adopt report. Grant permanent status to H. Edward Shields in Class 2620 Food Service Manager, Department of Public Health, Laguna Honda Hospital, subject to serving a six-month probationary period.

0956-95-8 Review of requests for approval of proposed personal services contracts (Item No. 4A)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2027-95/96	Fire Department	322,000	Will conduct a job analysis and develop valid selection procedures for class H-2 Firefighter examination.	Continuing	12/1/99
2028-95/96	Mayor's Office of Children, Youth & Family	150,000	Conduct a comprehensive process and short-term outcomes evaluation of the Children's Fund.	Continuing	6/30/97
2029-95/96	Mayor's Office of Children, Youth & Family	380,000	Administer child care subsidy payment.	Continuing	11/30/96
2030-95/96	Mayor's Office of Children, Youth & Family	43,000	Teach children about fire safety and awareness.	Continuing	8/31/96
2031-95/96	Public Transportation	75,000	Provide assessment and referral services to non-platform safety-sensitive employees who voluntarily seek treatment, manage supplemental treatment funds.	Continuing	6/30/96
2032-95/96	Police Commission	303,980	Oversee the development of a job analysis for Q-2 Police Officer examination.	Continuing	6/30/97
4087-95/96	Airports Commission	70,000	Perform independent "ad hoc" audit services relating to construction projects in the Airport Master Plan Program.	Regular	12/15/96
4088-95/96	Police Commission	52,695	Will provide after-school summer tutorial and recreation activities for 30-35 4th and 5th graders.	Regular	8/30/96
011A-94/95	Controller	150,000 (total 230,000)	Provide systems software support services in the following areas: ESA migration, Operating System software upgrade and maintenance, and Automated Operations project, the 911 and other law enforcement system enhancements; FAMIS/BREP.	Annual	6/30/96

Speakers: None

Action: Adopt Human Resources Director's Report. Notify the offices of the Controller and the Purchaser.

- 0957-95-3** **Fiscal Years 1992-93 and 1993-94 Surveys of monthly salary rates paid to Police Officers and Firefighters in all cities with a population of 350,000 or more in the State of California (Charter Sections 8.405 and 8.590-6)(This matter affects retired members of the uniformed ranks of the San Francisco Police Department and San Francisco Fire Department. It does not affect incumbent police officers and fire fighters). (Item No. 4B)**

Speakers: None

Action: Adopt report. Certify rates to the Board of Supervisors and the Retirement System in accordance with Charter Sections 8.405 and 8.590-6.

- 0963-95-1** **Proposed Charter amendments affecting members of the Board of Supervisors (Item No. 4G):**

Charter amendment (draft) amending Sections 2.100, 2.116, 13.101, 13.102 and 14.103 and adding Section 13.110 to provide for district election of supervisors. B/S File No. 275-95-1.

Charter amendment (draft) amending Sections 2.100, 2.116, 13.101 and 14.103 and adding Section 13.110 to provide for election of 15 supervisors from 5 three-member districts, using preference voting. B/S File No. 276-95-1.

Charter amendment (draft) amending Sections 2.100 and 2.116 and adding Section 13.110 to provide for the at-large election of supervisors, using preference voting. B/S File No. 277-95-1.

Charter amendment (draft) amending Sections 2.100 and 2.116 and adding Section 13.110 to provide for the at-large election of supervisors, using cumulative voting. B/S File No. 278-95-1.

Charter amendment (draft amending Section 2.100 to establish the salary of members of the board of supervisors and to prohibit outside income. B/S File No. 279-95-1.

Charter amendment (draft) amending Sections 2.103, 2.116 and 13.101 to provide for the election of members of the board of supervisors in odd-numbered years. B/S File No. 280-95-1.

Speakers: None

- Action:
1. Notify the Board of Supervisors that, except for the Charter amendment to Section 2.100 (B/S File No. 279-95-1), the proposed Charter amendments do not affect matters within the purview of the Civil Service Commission.
 2. Notify the Board of Supervisors that the proposed Charter amendment to Section 2.100 (B/S File No. 279-95-1) providing a formula for Supervisors' salaries would require that the Civil Service Commission certify the rate of compensation pursuant to Charter Section 8.409-3.

COMMISSIONERS' NEW BUSINESS AND REPORTS (Item 6A)

None

HUMAN RESOURCES DIRECTOR'S REPORT (Item 6B)

None

REQUESTS TO SPEAK

None

ADJOURNMENT

3:45 p.m.

In memory of Silvio Rende. Mr. Rende was the father of Kathy Mallegni, Controller's Office, and former employee of the Civil Service Commission.

In memory of Moriaki Noguchi. Mori was a retired employee of the Civil Service Commission, who also was employed as a personnel administrator with the San Francisco Community College District and the Department of Public Works.

The members of the Commission extend their condolences to the family and friends of the deceased.



